

CONFIRMING PURCHASE ORDER FORM

From: SKSD Purchasing Department Date: _____
Ref: Requisition/PO # _____ Vendor: _____

School Board policy number 6210 specifically states that "individuals incurring liabilities that are not properly authorized can be held personally accountable and may be held personally liable for payment." Due to this policy, it requires that an authorized purchase order be issued to the vendor prior to any materials or services being ordered by South Kitsap School District employees. The reason for this form is that the above requisition or purchase order appears to be a confirming order which is not in compliance with our school board policy. In the space below, please provide an explanation of the circumstances surrounding this requisition/purchase order that would warrant deviation from this policy.

NOTE: For time sensitive requests or emergencies, please contact Purchasing and a rush purchase order can be expedited to meet specific guidelines.

Purchased By Budget Administrator or Designee

Reviewed: Director of Business Services

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