PURCHASING POLICY VIOLATION*
APPROVAL TO PAY WITHOUT A PO REQUEST

WHO
Cost of purchase: $_____ Date of Purchase: _____

Vendor name: _____

Who made this purchase (employee): _____

Department: _____

WHAT
Item(s) purchased:

_____

WHY
Was this an emergency purchase? _____ Yes _____ NO
Why was a PO **not** requested?

_____

_____

STATEMENT OF NEED AND CERTIFICATION FOR THIS PURCHASE:

My department's recommendation for this purchase is based upon the best interest of Bay County. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my requesting this emergency purchase.

I hereby certify that this justification is accurate and complete to the best of my knowledge.

_____

Authorized Signature **Date**

If a Federal Grant provides funding for this purchase this section **MUST** be completed to be compliant with all Federal Requirements

FEDERAL EXPENDITURE APPROVAL

"By signing this statement, I certify to the best of my knowledge and belief that the invoice is true, complete, and accurate, and the expenditures and disbursements are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

_____ _____

Date **Signature, Grant Administrator**

*Purchasing Policy pg. 33 purchases $1,000 but less than $5,000: *Obtain a Purchase Order number and Terms and Conditions from the Purchasing Agent or his/her assistant and provide it to the selected vendor for inclusion on the vendor's invoice.*

*Purchasing Policy pg. 34, purchases from $5,000 but less than $20,000: *The requesting department shall prepare and forward via the electronic financial system a Purchase requisition attaching any supporting documentation and release for approval.*