



JUSTIFICATION FORM FOR "AFTER THE FACT" PURCHASES AND/OR LATE SUBMITTALS

Issuing a Purchase Order after the Vendor provides goods or services and travel is in violation of our Board approved procurement practices. During Audit reviews, NVC may be cited for such violations. No travel should take place and no goods or services be received until the Vendor has been issued a Purchase Order through NVC's district requisition process. This form must accompany all Requisitions that do not conform to the practice noted above. When submitting an "After the Fact" requisition, this form must be submitted to the Business and Finance Office prior to a Purchase Order being created.

Section 1: Vendor & NVC Representative Information

Vendor:		Invoice #:	
Requisition #:		Amount:	
Purchaser:			
Direct Supervisor:			
Budget Center Manager:			

Section 2: Explanation & Justification (attach supporting documents: emails, invoices, and quotes)

1. Provide a summary of the goods/services or travel and justification for the purchase:
2. What steps did the department take to ensure that a fair and reasonable price is being paid for the goods or services obtained?
3. Why was the purchase or travel made prior to submitting a requisition:
4. What actions will be taken in the future to prevent future late requisition submissions?

Section 3: Signatures

Purchaser Signature:	Date:
BC Manager Signature:	Date:
VP, Business & Finance Signature:	Date: