

**PRE-APPROVAL ACKNOWLEDGEMENT FORM**

It is the policy and practice of the Jessamine County School District not to enter into or commit services or supplies without a pre-approved Purchase order.

This involves the requestor securing a requisition from the bookkeeper, securing approval [permission] to commit such funds by obtaining the signature of the principal, director, or supervisor. The approved requisition is then given to the bookkeeper to insure availability of funds and only when availability of funds has been verified, and a purchase order number issued should one make contact or enter into an agreement with any supplier.

Due to the following circumstances as noted, a purchase has been executed outside the processes and procedures set in place and is being approved ,acknowledging that the process and procedure was not followed.

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective  
Actions:

\_\_\_\_\_  
\_\_\_\_\_

Signature Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Approver: \_\_\_\_\_ Date: \_\_\_\_\_

Attach This Form To Purchase Order For Auditing Awareness  
Documentation. [This note does not necessarily excuse the audit violation or exposure]