



# AFTER THE FACT PURCHASE ORDERS

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## What is an “After the fact” Purchase?

- An “After the Fact” Purchase is any one of the following:
- A purchase order that is issued after an item has been received/picked up
- A purchase order that is issued after a service has begun or been completed
- A preview item that is delivered without a purchase order and is then purchased
- Calling in the order to the vendor prior to receiving a copy of the purchase order
- Sending the purchase **requisition** to the vendor in advance of the purchase order
- Making reservations or scheduling services without a purchase order

## Why is an “After the fact” purchase so bad?

- A purchase order is the only **legal** commitment to spend district funds
- A purchase order insures that procurement rules have been followed for the purchase and that budget funds have been properly approved
- Phone or faxing your order your order in with a requisition leads to double shipments that may have to be charged to the school site
- Our auditors will note an “after the fact” purchase as a violation of procurement rules

## What can we do?

- Wait until you have your purchase order in hand before ordering any goods or allowing any services to begin.
- Submit consultant services requisitions at least two (2) weeks prior to the start of services
- Contact Purchasing if you need any help expediting your order
- If you are not sure about a particular purchase, contact Purchasing right away.

## What should we not do?

- Do not fax/phone in purchase **requisitions**, wait until you have the purchase order in hand
- Do not allow a consultant to begin working without a purchase order.
- Do not order a preview item without a purchase order
- Do not make any reservations without a purchase order

A purchase made without a purchase order is a violation of Arizona School District Procurement Rules and could result in the employee making the purchase being held personally liable for the payment of the said purchase. Contact the Purchasing Department at 928-373-3415 if you have any questions or special circumstances **before** making the purchase. We want to help make the purchasing experience as efficient and effective as possible.

Thank you,

Dale Ponder  
Director of Procurement