



After the Fact Form

Instructions

As per section 21 of the Procurement Manual, all purchases shall be consistent and in compliance with the Procurement Ordinance (2017-08). Should work be authorized or purchases made that is inconsistent with County policy, procedure, or contract terms, an After-the-Fact Procurement Form is required. This includes purchases made in advance of a Purchase Order, when a Purchase Order is required to authorize such activity, and purchases made under an expired contract, or for goods and services not covered by the current contract or purchase order. All such "After the Fact Procurements" will be reported to the County Manager.

Requester Name:	Division:	
Division Director:	Vendor Name:	
Amount:	Contract #:	Purchase Order:

Why is this deemed a non-compliant purchase? Choose one.

Contract	Ordinance	Manual	P-Card	Other
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Details of Purchase: *Explain the circumstances behind this purchase.*

Action Required: *What are you asking to be done to remedy the situation, include list of invoices if applicable?*

Corrective/Preventive Action: *What action is being taken to prevent this violation from re-occurring?*

The requestor affirms that to the best of their knowledge the information provided in this document is true.

Requested by:	Signature:	Date:
Division Director:	Signature:	Date: