

**Purchasing
Corrective Action Form**



Date: _____

Requisition No. _____

Employee Name: _____

Supervisor Name: _____

CH (LOCAL) POLICY	CORRECTIVE ACTION
<p>RESPONSIBILITY FOR DEBTS: The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District’s purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.</p> <p>PURCHASE COMMITMENTS: All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District’s purchasing procedures.</p>	<p>A purchase for goods or services cannot be made using District funds without prior approval from Purchasing Services in the form of an approved Purchase Order form with an approval signature from Purchasing Services. The Assistant Superintendent for Business Operations or Designee must approve any exceptions to this practice prior to committing any District funds.</p>

Describe Reason For Non-Compliance with Board Policy: _____

Describe “Corrective Action” (future steps that will be taken to ensure compliance with Board Policies): _____

Note: Staff member may be held financially liable for future purchase(s) if prior approval from Purchasing Services in the form of an approved Purchase Order is not obtained. *This form must be attached to requisition.*

Employee Signature

Date

Department Director/Campus Principal Signature

Date