



RATIFICATION

1. Explain which procedural infraction occurred: [invoice being paid is over 30 days; invoice is \$500.00 or more and a Purchase Order was not requested; a Purchase Order was requested, but the date of the Purchase Order is after goods or services were ordered; a check is being requested that requires a special Accounts Payable run; proper quotes or bids were not obtained]

2. List steps taken to prevent recurrence:

Signature:

Principal/ Department Head:

Finance Office Approval:
