

**Public Schools**  
**Exception to the Expenditure Payment Process**

The following expenditure incurred by the District is a deviation from Oklahoma State Law and/or Board Policy:

1. \_\_\_\_\_ Obligation was made prior to Purchase Order being approved.  
Reference: Title 70 Section 5-135D
2. \_\_\_\_\_ Invoice(s) should have been paid in fiscal year \_\_\_\_\_. They are not legal obligations of this year's funds.
3. \_\_\_\_\_ Expenditure exceeds original Purchase Order by 25% or more.
4. \_\_\_\_\_ Prepayment of an expenditure (warrant to be issued before goods/services are actually received).
5. \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

EXPLANATION/RESPONSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ Signature of Individual	_____ Date
_____ Signature of Principal or Director	_____ Date

**Please Note:** A copy of this form will be attached to the corresponding Purchase Order for examination by our auditor.

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Business Office use only:

Purchase Order # \_\_\_\_\_ Vendor: \_\_\_\_\_