

# AFFIRMATION OF UNAUTHORIZED PURCHASE

I, \_\_\_\_\_ of Clovis Municipal Schools  
\_\_\_\_\_ (Department/Organization) do hereby affirm that on  
\_\_\_\_\_ (date), I charged \_\_\_\_\_ (amount) of goods/services from  
\_\_\_\_\_ (vendor) to the Clovis Municipal Schools account before 1)  
obtaining a purchase order number; 2) attaching proper documentation of purchasing card use; 3) obtaining  
proper authorization which is a violation of purchasing card regulations or 4) having a personal order delivered  
to the warehouse; for \_\_\_\_\_  
\_\_\_\_\_.

I hereby certify that I have been counseled as to the proper purchasing procedure of the Clovis Municipal  
Schools. I realize that should future unauthorized purchases be made, I will be held liable for the unapproved  
charged amount and/or a written reprimand will be placed in my personnel file.

\_\_\_\_\_  
Employee/Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Department Official

\_\_\_\_\_  
Date