

Invoice PO Form



Please attach completed form along with invoice to the INV requisition. Once Invoice PO is approved please receive in Munis and email invoice referencing PO# to accounts.payable@birdvilleschools.net.

Date of Request: _____

Department/School: _____

Invoice #: _____

Invoice Amount: _____

An after the fact purchase occurs when a department/campus or individual makes a purchase commitment before obtaining proper approval. This option is not to be used as a substitute for a Purchase Order or Purchase Request Form. This form serves as documentation for auditing purposes detailing the reason policies and procedures were not followed.

Explanation- Explain why this purchase was made without prior proper approval and what has been done to correct the situation.

Budget Manager's Signature

Date