

# Invoice PO Form



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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](mailto: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.

**Explain why this purchase was made without prior proper approval.**

**Explain what has been done to correct the situation.**

\_\_\_\_\_  
Budget Manager's Signature

\_\_\_\_\_  
Date