



**REQUEST FOR APPROVAL OF "AFTER THE FACT" TRANSACTION**

An "After-the Fact" is an unauthorized transaction that has been made without prior issuance of an approved expense claim, approved purchase order, or use of a Purchasing Credit Card. An attempt is then made to initiate an expense claim or purchase order to pay for the expense. Such a transaction violates purchasing guidelines; and in turn creates financial liability and risk for the district.

**Unauthorized travel, and/or purchase of goods and services are defined as:**

- Expense claims entered in Munis for reimbursement, after travel has taken place
- Purchasing procedures were not in accordance with Board Policy DJE and Regulation DJE-R-(1) Purchasing
- Appropriate approvals to order or obtain goods and services were not obtained prior to making a purchase. (Local, Budget Unit Manager, and Finance approval)
- Travel, goods, and/or services were obtained without prior approval and/or issuance of a valid DCSD approved expense claim, or purchase order

**Emergency Purchase** is defined as any situation that threatens to jeopardize the health, welfare or safety of students, staff, the District or the public or the loss of an essential District service, including but not limited to interruption of the instructional program.

The **Budget Unit Manager's** Signature is required for all **unauthorized travel or purchases** made by DCSD schools and departments. Unauthorized financial commitments require that **any invoice** submitted "After the Fact" must be accompanied by a justification statement for the deviation from policy. The expense claim and/or purchase order will not be approved by the Division of Finance, Vendor Services Department without this signed document.

Person Responsible for travel or goods/services:

Melinda Heath-Wilson

Printed Name

September 16, 2024

Executive Administrative Assistant

Date of Travel or Delivery of Goods/Services

Title

Location # 751 Expense Claim # \_\_\_\_\_ Requisition # 2024-6956

**Justification for Deviation from Policy:**

The vendor (34ed LLC DBA Centegix) billed but the necessary supporting documents were not approved by legal or the BOE

**Mitigation Plan to Ensure this Does Not Happen again:**

(Attach sheet if necessary)

DCSD will work with the vendor earlier before the contract renewal expires.

Submitted by: Melinda Heath-Wilson

Date: 9/16/2024

Immediate Supervisor Name: Tracey Whaley

Signature: \_\_\_\_\_

Date: 9/16/2024

Budget Unit Manager Name: Tracey Whaley

Signature: \_\_\_\_\_

Date: 9/16/2024

Chief/Deputy Chief Name: Elijah Palmer

Signature: \_\_\_\_\_

Date: 9-16-24

**Attach the form to the Expense Claim or Requisition in TCM**