

# Purchasing Violation Form

Minnesota Statutes Section 16A.15 and Chapters 16B and 16C\*

Date \_\_\_\_\_

Person Responsible \_\_\_\_\_

Department of \_\_\_\_\_

Division of \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Vendor Name \_\_\_\_\_

Describe the purchasing violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Order Amount \$ \_\_\_\_\_

Order Date \_\_\_\_\_

Explain why the order was placed without following the proper procedure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the corrective action that will be taken to prevent the problem from recurring: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Person Responsible Date: \_\_\_\_\_

\_\_\_\_\_  
Person=s Supervisor Date: \_\_\_\_\_

\_\_\_\_\_  
Agency Head or Agency Head Delegate Date: \_\_\_\_\_

\_\_\_\_\_  
Agency Head or Agency Head Delegate Date: \_\_\_\_\_

\* See Appendix H of ALP Manual for text of Minn. Stat. ' 16A.15 and Chapters 16B and 16C