

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