



SAN DIEGO COMMUNITY COLLEGE DISTRICT

*Purchasing and Contract Services
3375 Camino del Rio South Suite 270
San Diego, California 92108*

*619.388.6562
Fax 619.388.6893*

TO: Purchasing and Contract Services
FROM: DEPT:
DATE:
RE: Confirmation/Request for Remittance Requisition No.

Procurement of materials and services of the District is the responsibility for the Purchasing and Contract Services Department. Except in an emergency, where health and safety are at risk, District personnel are not authorized to commit with suppliers, contractors or consultants for the purchase of goods or services. If an order is placed without a purchase order, the District is not obligated to provide remittance. The following information and remediation plan is necessary before remittance can be considered.

1. The reason(s) proper purchasing policies and procedures were not followed:

2. Details of the emergency requiring the purchase prior to obtaining an authorized purchase order:

3. What measures will be taken to avoid a similar circumstance from reoccurring?

4. If services were performed, what were the terms of the commitment; when did the service begin and end, how was the pricing negotiated and evaluated?

- 5. Attached copies of all documentation to this memo; including, invoice, packing slip, proof of delivery, and a copy of the requisition.

NOTE: Submission of this request does not guarantee approval of remittance

Requested by _____ Date: _____
 (Requestor Signature)

Approved by _____ Date: _____
 (Dean/Director Approval/Signature)

Approved by _____ Date: _____
 (Vice President Approval/Signature)

PURCHASING DEPARTMENT USE ONLY

Buyer:		Date Received:	
Req. No.:		PO:	
W-9 on file (Y/N)			
Approved By:		Date:	