

**After-The-Fact Purchase Authorization Form (as of June 15, 2011)***Please attach this form to the requisition*

If you previously initiated a transaction that created an after-the-fact supplier invoice, it must be processed via the 'After-the-Fact (ATF) Purchase Authorization' Form.

An After-The-Fact purchase occurs when a department makes a purchase before a purchase order number is issued. For example, authorizing a vendor to begin work before the Purchasing Division issues a purchase order. Similarly, obtaining goods or services on credit and subsequently submitting the invoice to accounts payable is an ATF. All ATFs, regardless of the dollar amount, present problems for the Purchasing Division, Accounts Payable, vendors, and end-users.

In many cases, these transactions:

- \* Place the City at financial and credit risk and result in higher than necessary cost paid for products and services.
- \* Create unnecessary administrative efforts
- \* Bypass City encumbrance requirements
- \* Violate procurement policies and procedures

When an ATF purchase has been identified, the managing supervisor that made the unauthorized purchase shall complete this form.

Please provide detailed statement explaining the circumstances surrounding this ATF purchase.

STAND! had previously been reimbursed by a Federal grant. When the funding ended, it was communicated that we would be responsible for reimbursing STAND! for their Lethality Assessment Protocol, but no further action came of it. Recent discussion brought up the fact that we haven't paid, and that they will send an invoice.

What corrective steps have taken to avoid repetition of future ATF's?

Communicated with the vendor that we will need to take the decision to council first and then provide STAND! with a PO number, prior to STAND! providing us with billable services.

Any corrective action with the responsible managing supervisor?

Reiterate importance of Purchase Orders.

Vendor Name:

STAND! For Families Free of Violence

Amount of Purchase: \$

20,000.00

Purchase Date:

'21 & '22 Services

***I understand that all City purchases require pre-approval and need to be purchased utilizing City policies and procedures.***

Kristopher Tong

**Supervisor Name**

DocuSigned by:

Kristopher Tong

**Signature**

Sergeant

**Title**

**Department Director authorizing After-The-Fact Purchase**

Louie Tirona

**Name**

DocuSigned by:

Louie Tirona

**Signature**

4/25/2022

**Date**