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## **AFTER THE FACT PURCHASES PROCUREMENT POLICY MEMORANDUM FY23-001**

Every year, the District experiences issues with After the Fact Purchases, whereby a Purchase Order has not been issued prior to the delivery of goods or services.

The District will not process requisitions for purchases that are “After The Fact.” Further, the District is not liable for any charges incurred without a valid, Purchase Order signed by the Procurement Director. Verbal authorization from a GMCS staff member, including administrative staff, is not a legally binding method to obligate public funds.

- Employees are cautioned that they may be held personally liable by the vendor for the charges for items ordered or services requested without a signed, valid Purchase Order. In addition, employees may be subject to disciplinary action.
- Vendors are cautioned that the District will not provide payment for goods delivered or services rendered without a valid, signed Purchase Order. In addition, the District reserves the right to proceed with suspension or debarment proceedings for vendors who continually provide goods or services without a valid Purchase Order.
- **With evidence of deliberate abuse and fraud: the Procurement Code imposes civil and criminal penalties for its violation. Further, the Government Conduct Act and Public School Code imposes up to a 4<sup>th</sup> degree felony for its violation.**

Employees and vendors may directly contact Procurement to verify that a valid Purchase Order has been issued prior to delivery of goods or services or with any questions or clarification on this policy: [procurement@gmcs.org](mailto:procurement@gmcs.org)

Katherine Crisler, CPO  
Procurement Director