

**Little Elm ISD Business Services P.A.S.S.
Processing Alternative to Standard Systems
2022-2023 Fiscal Year**

Budget

Code

(Ender) _____ PASS # _____

Campus/Department _____

**Detail of Processing Alternative
(Must mark at least one box & explanation)**

What went wrong?

Provide a brief but meaningful explanation for audit purposes.

No purchase order prior to order?

Purchase Order overage exceeded 10%?

Deposit funds not handled properly?

Payroll Procedure Violation?

Travel procedure infraction?

No pre-approval to entering contract?

Requested payment after Friday ?

Other?

**Primary Cause
(Must mark)**

Employee did not receive training/advice on proper procedure

Employee received training, but did not plan in time to follow procedure

Emergency to avoid interruption of instruction or operation (as described above)



Signatures Required

My signature indicates that I understand corrective action is necessary in order to avoid the need for alternative processing of transactions and that I will strive to operate within the prescribed audit-compliant procedures to process future transactions appropriately. I also understand that this PASS will serve as documentation of an exception.

Employee

Signature _____

Printed _____

Date _____

My signature indicates that I understand corrective action is necessary in order to avoid the need for alternative processing of transactions and that I have insured that the employee above has necessary notice and training to handle future transactions appropriately. I also understand that this PASS will serve as documentation of an exception.

Principal/ Director

Signature _____

Printed _____

Date _____

Send with signatures printed on GOLD paper to business office. Provide a copy to employee and to campus/dept business file.

Attach this completed form to appropriate forms and include backup documents.