

PYRAMID LAKE PAIUTE TRIBE  
FINANCE DEPARTMENT  
PURCHASE ORDER DISCREPANCY

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: Finance Department – Accounts Payable

It has come to our attention the PO# \_\_\_\_\_ does not match purchases due to unauthorized item(s).

As a result, we need approval to pay for any unauthorized item(s) not listed on the purchase order and for the purchase order to be completed and "closed out".

Your prompt response is greatly appreciated.

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\_\_\_\_\_ Yes, I authorized these items(s) to be paid and close out the purchase order

\_\_\_\_\_ Yes, I authorized these items(s) to be paid but do not close out the purchase order

\_\_\_\_\_ No, I do not authorize (please contact purchaser to return items and clear up balance due with the vendor).

DEPARTMENT HEAD: \_\_\_\_\_

EXECUTIVE TEAM SIGNATURE: \_\_\_\_\_

TRIBAL COMPTROLLER SIGNATURE: \_\_\_\_\_