

Procurement Compliance Form

Department:

Date of Violation:

Description of non-compliance

Description of steps taken to avoid future non-compliance

Recommended resolution (Purchasing)

The department acknowledges that the above is a violation of Snohomish County Code 3.04. It affirms that this violation was not intentional or of willful misconduct. As a result, the department will work with the Purchasing Division to gain additional training and/or information to avoid future non-compliance.

Director/Official Signature

Date

Purchasing Manager Signature

Date

Executive Signature

Date