

## 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