Unauthorized Purchase Ratification Request Memorandum

Ratification is the act of approving a voidable contract by an official who has the authority to do so, for the purpose of paying for supplies or services provided to NAFIs as a result of an unauthorized commitment made by an individual who lacked the authority to make the contractual commitment. (Reference: CNIC 7043.1 / 110)

PART I : To be completed by the Requestor (Reference CNICINST 7043.1 / 110.2a)

Requestor's Name: _____   **Vendor's Name:** _____

Date of Purchase: _____   **Price Paid:** _____

Unauthorized Item(s) Purchased:

Detailed reason(s) why normal procurement procedures were NOT followed in accordance with CNICINST 7043.1:

Detailed description of how the purchase will benefit the NAFI:

_____   _____
Requestor's Signature   **Date**

PART II : To be completed by the requestor's Supervisor (Reference CNICINST 7043.1 / 110.2b)

Was the unauthorized item purchased needed?   Yes   No

Did the unauthorized purchase benefit NAFI?   Yes   No

Describe the measures taken to prevent a recurrence of unauthorized commitments:

Supervisor's Printed Name & Signature	Date

PART III: To be completed by the Contracting Office (Reference CNICINST 7043.1 / 110.2d)

The price paid is reasonable   The Price paid is NOT reasonable Rationale for decision is based upon:

Contracting Officer's Printed Name & Signature	Date

PART IV: To be completed by Legal Counsel (Reference CNICINST 7043.1 / 110.2c)
Documentation has been reviewed for legal sufficiency and Recommendation for Ratification of the Unauthorized Purchase is:

Legally Sufficient   Not Legally Sufficient

Comments:

Legal Counsel's Printed Name & Signature	Date

_____

PART V: To be completed by Ratification Authority (reference CNICINST 7043.1 / 110.3)

- *Ratification of Unauthorized Purchases <u>Up to $25,000</u> requires approval from the MWR Director or NGIS Manager.*
- *Ratification of Unauthorized Purchases <u>Over $25,000</u> requires approval from the Commanding Officer.*

Ratification of the Unauthorized Purchase in the amount of $ has been reviewed.

The following action has been taken:

       Approved (Issue Purchase Order)

       Denied (Return this form to the Supervisor/Requestor Denying ratification)

_____   _____

Ratification Authority's Printed Name & Signature   **Date**