

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 M-7043.1 / 1.600)

PART I : To be completed by the Requestor (Reference CNICINST M-7043.1 / 1.600.f.(1))

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 CNIC M-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 CNIC M-7043.1 / 1.600.f.(2))

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 CNIC M-7043.1 / 1.600.f.(4))

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 / 1.600.f.(5))

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 CNIC M-7043.1 / 1.600.d.))

- *CNIC HQ Ratification of Unauthorized Purchases requires approval from the FFR Director.*
- *CNIC Regional Ratification of Unauthorized Purchases requires approval from the Regional N9 Director.*

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