UNAUTHORIZED PROCUREMENT – RATIFICATION REQUEST

When a University employee, without having complied with the policies and procedures of the University and/or the SC Consolidated Procurement Code (Code) and without the authority of Procurement Services, commits the University to an obligation by ordering or receiving goods or services, the obligation is to be considered an unauthorized procurement.

In accordance with the Code, and specifically section 19-445.2015, an appropriate official may ratify or affirm the obligation or terminate it. This decision may only be made by the University president, or his designee, and must be supported by a written determination. In the event the cost exceeds $100,000.00, the chief procurement officer of the State must concur with the written determination before any action is taken.

In order for the obligation in question to be considered for ratification, the authorized budget officer must complete all shaded sections below and return to Procurement Services. If the authorized budget officer made the unauthorized procurement, then his/her supervisor must complete the request. If additional information is needed, please contact the Procurement Director listed below.

To: Dean Hudson – Director, Procurement Services    Date:
From:   (printed name of Budget Officer)

An Unauthorized Procurement of (enter goods/services description)

was made on (date) from (vendor)

in the amount of $ by (purchaser’s name).

(An invoice or other document indicating the amount owed is attached.)

1. The following are the facts and circumstances surrounding the purchase, including reasoning for not following procedure:

2. The following action, if any, including reimbursement to the University of all or portions of the costs, has or will be taken against the Purchaser named above: (if no action, indicate none and why):

3. I certify the price paid is fair and reasonable based on the following (attach documentation if needed):

4. The following measures have or will be taken within my area of responsibility to prevent recurrence:

______________________________
(Signature of Budget Officer listed above)