



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)