Ratification Memorandum

MEMORANDUM FOR: ***[Insert Ratifying Official]***

FROM: ***[Insert FAA Office responsible for unauthorized commitment]***

SUBJECT: Request for Ratification of an Unauthorized Commitment (T3.1.4.A6)

DATE: ***[Insert date]***

Dear ***[Insert name]***,

1. Provide an explanation as to how your office became aware of the unauthorized commitment.
2. Information regarding unauthorized commitment:
3. A detailed description of the circumstances that caused the unauthorized commitment;
4. Reasons why normal procurement procedures were not followed;
5. A description of the bona fide Government need that required the commitment;
6. A statement about the benefit to the FAA from acquiring the unauthorized supplies or services received;
7. The dollar value of the commitment;
8. Rationale for the contractor selected and identification of other sources considered;
9. The name of the individual who made the unauthorized act;
10. A statement regarding the disciplinary action taken to preclude the situation from recurring;
11. A specific recommendation for the approval and ratification of the transaction;
12. A determination that funds are now available and were available at the time the unauthorized commitment was made; and
13. Any other pertinent facts including invoices, receiving reports, or other evidence concerning the transaction.

***I attest that the information included in this Ratification Memorandum is accurate and complete to the best of my knowledge and belief.***

Employee’s Signature

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |

Employee’s Manager Signature

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |

LOB/SO Sr. Financial Manager Signature

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |

Legal Concurrence

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |

Enclosure:

1. A Procurement Request (PR) providing evidence of available funding must be attached to the memorandum.
2. Invoice (if applicable)

Contracting Officer’s Determination

1. Is the price of the unauthorized commitment fair and reasonable? Please explain determination.
2. Should payment be made for the unauthorized commitment? Please explain determination.
3. Would settlement of the unauthorized commitment involve a contract dispute subject to AMS Policy 3.9? Please explain determination.
4. Would the purchase have been authorized had the purchaser followed the established procedures? Please explain determination.
5. Do you recommend approval or disapproval of the unauthorized commitment? Please explain determination.

Contracting Officer

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |

Ratifying Official

As the Ratifying Official, the unauthorized commitment is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved** |  | **Disapproved** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |