Ratification Decision Memorandum

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

FROM: ***[Insert Contracting Officer Name]***

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

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

Based on the attached Memorandum of Facts dated (date) along with accompanying enclosures, I have reviewed this request for ratification of an unauthorized commitment and am making the following Contracting Officer’s determination:

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:** |  |