

## DISPOSITION OF UNAUTHORIZED COMMITMENT

### 1. INDIVIDUAL

Attach a signed statement of fact that:

1. Describes the circumstances of the unauthorized commitment.
2. Explains why formal acquisition procedures were not followed.
3. Describes the bona fide Government need that caused the unauthorized commitment.
4. Explains what, if any, benefit the Government received and what the value of that benefit was.
5. Includes any other pertinent facts.
6. Certifies that the statement is accurate and complete.

Attach all relevant documentation (e.g., receipts, invoices, purchase requests, funding documents, correspondence).

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>	
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>d. EMAIL</b>	
<b>e. TITLE/POSITION</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>	

### 2. SUPERVISOR

I have reviewed the individual's statement and find it  is  is not accurate and complete, to the best of my knowledge.

Attach an endorsement to the individual's statement that addresses the following:

1. The measures taken to prevent recurrence of unauthorized commitments.
2. Recommendation for any disciplinary action to be taken.

Attach a purchase description and request for funding action for ratifying the commitment.

I  concur  do not concur that the commitment should be ratified.

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>	
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>d. EMAIL</b>	
<b>e. TITLE</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>	

### 3. FINANCIAL MANAGEMENT DIRECTORATE

Funds  were  were not available at the time the unauthorized commitment was made.

Funds  are  are not currently available (attach certified funding document).

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>	
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>d. EMAIL</b>	
<b>e. TITLE</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>	

### 4. CONTRACTING OFFICER

I have reviewed the documentation and statements submitted. I have performed a price analysis and have determined that the price  is  is not fair and reasonable. The resulting contract  would have been  would not have been proper if made by an appropriate contracting officer. I  recommend  do not recommend ratification of this commitment (attach statement of facts and findings if **NOT** recommending ratification).

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>	
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>d. EMAIL</b>	
<b>e. TITLE</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>	

### 5. OFFICE OF THE GENERAL COUNSEL

I  concur  do not concur with the Contracting Officer's recommendation (attach statement if **NOT** concurring with CO).

<b>a. SIGNATURE</b>		<b>b. TELEPHONE NUMBER</b> <i>(Include area code)</i>	
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>d. EMAIL</b>	
<b>e. TITLE</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>	

### 6. RATIFYING OFFICIAL

I have reviewed the documentation and statements submitted. I  approve  do not approve ratification of the commitment.

<b>a. SIGNATURE</b>		<b>b. TITLE</b>	
<b>c. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>d. DATE</b> <i>(YYYYMMDD)</i>	