PROCUREMENT REGULATION RATIFICATION

(The person initiating the unauthorized procurement must complete items 1 and 2)

1. Explain why a purchase order was not obtained prior to the ordering of goods or services
2. If the price is greater than $2500 explain how the price was determined to be fair and reasonable
3. List steps taken to prevent recurrence. (Item 3 must be completed by the principal or supervisor)

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal or Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finance Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved Not Approved

Office of Finance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_