



Procurement Services
Central Services Facility

TO: All District Staff
THRU: Sherri-Mathews Hazel, CPA *Sherri Mathews Hazel*
Chief Financial Officer
FROM: Carolyn Leigh Hodges *Carolyn Leigh Hodges*
Director, Procurement, Printing, and Warehouse Services
DATE: December 11, 2025
SUBJECT: Ratification SOP

Effective immediately, the attached Standard Operating Procedures (SOP) for ratifications is in effect. Please review the updated procedures.

Ratifications are unauthorized or noncompliant procurements where goods or services are received without a valid purchase order or executed contract. Procurement has established a formal standard operating procedure for the ratification process. This process ensures fiscal accountability, policy adherence, and appropriate disciplinary action. The immediate supervisor of the employee responsible for the violation will be accountable for documenting and enforcing the appropriate disciplinary action in accordance with the matrix below.

Disciplinary Guidance Matrix

Tier	Action	Criteria
Tier 1	Conference with employee and written follow-up in supervisory file	First-time violation; unavoidable circumstances (e.g., vendor error); emergency situations (Not due to late requisitions entry)
Tier2	Letter redirection (copy to HR file); recommendation for training	Second violation within fiscal year; retraining recommended; mitigating or aggravating circumstances documented
Tier3	Referral to HR for disciplinary action	Third violation within fiscal year; assess repayment of costs and suspension of Munis access; document all circumstances

The goal is to support a consistent, compliant, and efficient approach to ratifications across the organization. The Procurement Office is here to assist with these updated procedures. If you have any questions, need clarification, or would like guidance on how the changes may affect your workflow, please do not hesitate to reach out.

Approved by:



Todd A. Walker, J.D., Ph.D.
Superintendent

Richland County School District Operating Procedure (SOP)

- **SOP Title:** Ratifications Process
- **Department/Division:** Procurement Services
- **Prepared by:** Director of Procurement
- **Approved by:** Chief Financial Officer

****Adoption date and revised dates will be in the footer.***

1. Purpose

To establish procedures for ratifying unauthorized or noncompliant procurements and applying appropriate disciplinary measures to ensure fiscal accountability and policy adherence.

2. Scope

This procedure applies to any department, school, or staff member requesting payment for goods or services received without proper authorization, a valid purchase order, or an executed contract.

3. Roles:

Title	Description of the Role	Role (RASCI)
Chief Financial Officer	Oversight	A-LPC
Director of Procurement	Superintendent's appointed designee	R
Procurement Official	Prepares documents	R
Executive Directors	Reviews circumstances and disciplinary recommendation, if necessary	A, R
Administrator/ Supervisor	Prepares documents and makes disciplinary recommendation	R
Staff Member	Notifies leadership of need for ratification	R
Accounts Payable	Processes ratification payment	I

4. Definitions (if applicable)

Ratification: The process that remedies unauthorized or illegal procurements as defined in the District Procurement Code.

Adopted and Revised 12/16/2025

Expenditure Request: Form used by Financial Services to provide a budget code so that payments can be made.

5. Procedure

#	Description of the Step	Person Responsible (R) and (where needed) Accountable (A)	Person(s) Supporting (S), Consulting (C), and Informing (I)
1	Staff identifies purchase made without appropriate authority after receiving goods or invoices for services without a valid purchase order / other valid contract.	Staff with procurement functions within Department/School (R) Administrator/Supervisor (A)	S, C, I Procurement Services
2	Prepare an expenditure request with the appropriate budget code for submission with a ratification packet and attach the invoice.	Staff with procurement functions within Department/School (R) Administrator/Supervisor (A)	S, C, I Procurement Services, Direct Supervisor
3	Submit request and invoice to Supervisor / Principal.	Staff with procurement functions within Department/School (R) Administrator/Supervisor (A)	S,C Procurement Services
4	Prepare a memo regarding the ratification circumstances to include the supervisor's disciplinary action according to the Disciplinary Guidance Matrix.	Administrator/Supervisor (R), Executive Director or Chief (A)	S,C Procurement Services
5	For school based personnel, submit expenditure request to Executive Director for signature. ED will review memo and disciplinary action, sign, and return to requestor. Department level personnel, submit to Chief for signature. Chief will review memo and possible	Executive Director or Chief (R)	S, C Procurement Services

	disciplinary action and return to requestor.		
6	Submit memo, expenditure request, and invoice to Procurement@richlandone.org .	Staff with procurement functions within Department/School (R)	A, S, C Executive Director, Director of Procurement
7	Prepare a Determination of Appropriateness and Letter of Ratification to include disciplinary recommendation.	Procurement Official (R),	A, S, C Director of Procurement
8	Send the packet with letter, determination, memo, expenditure request, and invoice to Director of Procurement for signature.	Procurement Official (R)	A, S, C Director of Procurement
9	Sign letter as designee of the Superintendent.	Director of Procurement (as Chief Procurement Officer) (R)	S, C, I Superintendent, Chief Financial Officer
10	Return signed packet to Procurement Official.	Director of Procurement (R)	S, C, I Chief Financial Officer
11	Add information regarding ratification to the tracking log and save a copy in the shared file according to the naming convention.	Procurement Official (R)	S, C, I Chief Financial Officer, Payroll and Accounts Payable Manager
12	Submit ratification packet in its entirety to the Accounts Payable Supervisor who will attach the document to the payment in MUNIS.	Procurement Official (R)	S, C, I Director of Procurement, Chief Financial Officer, Accounts Payable Manager

6. Disciplinary Guidance Matrix

Tier	Action	Criteria
Tier 1	Conference with employee and written follow-up in supervisory file	First -time violation; unavoidable circumstances (e.g., vendor error);

		emergency situations (not due to late requisition entry)
Tier 2	Letter redirection (copy to HR file); recommendation for training	Second violation within fiscal year; retraining recommended; mitigating or aggravating circumstances documented
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Note: Violations are cumulative. Mitigating and aggravating factors must be documented in the Ratification Memo.

7. Safety and Compliance

This procedure complies with the following board policies:

- Richland One Board Policy AR DP-R Contractual Agreements
- Procurement Code, R2015 Unauthorized or Illegal Procurements

8. Related Documents and References

- Template
- Expenditure Request [EXPENDITUREREQUESTFORM_1.pdf](#)
- Determination of Appropriateness
- Ratification Letter
- Disciplinary Guidance Matrix
- Tracking Log

9. Recordkeeping Requirements

Procurement Services retains a copy of the ratification packet in the shared network location and forwards the original to Accounts Payable for prompt payment. Financial records are retained for a seven-year period.

Attachment 1: Ratification Workflow

Ratifications Process Map

