

# RATIFICATION OF UNAUTHORIZED PURCHASES

*In accordance with 19-445.2015 of the SC Code of Regulations*

An unauthorized purchase of \_\_\_\_\_ was made on \_\_\_\_\_  
Specific Good or Service Purchased Date  
by \_\_\_\_\_ from \_\_\_\_\_  
Name of person authorizing purchase Name of Vendor

1. Provide the facts and circumstances surrounding the unauthorized purchase:
  
  
  
  
  
  
  
  
  
  
2. Provide corrective actions you have taken to assist in preventing re-occurrence of unauthorized purchase:

\_\_\_\_\_  
Signature of Individual Making Purchase

\_\_\_\_\_  
Signature of Program Manager or Department Head

3. Recommendation of Procurement Director (include decision to ratify or terminate, concur with corrective actions, if the price was fair and reasonable, and recommended actions to be taken against the individual making the unauthorized purchase):

\_\_\_\_\_  
Procurement Director / Date

4. I **do** **do not** concur with the recommended corrective actions. Furthermore, I **do** **do not** concur with the recommendations of the Procurement Director.

\_\_\_\_\_  
Chief of Staff for State Operations / Date

5. I **do** **do not** concur with the recommended corrective actions. Furthermore, I **do** **do not** concur with the recommendations of the Procurement Director.

\_\_\_\_\_  
Deputy Adjutant General / Date

6. I **do** **do not** concur with the recommended corrective actions. Furthermore, I **do** **do not** concur with the recommendations of the Procurement Director.

\_\_\_\_\_  
The Adjutant General / Date