

**DISPOSITION OF UNAUTHORIZED COMMITMENT**

Only Contracting Officers may legally bind the government in an agreement, and then only to the extent authorized in their appointment. An agreement that is not binding solely because the government representative who made it lacked the authority to enter into the agreement on behalf of the government is an unauthorized commitment. An unauthorized commitment may be made binding through the act of ratification if an official with the proper authority later approves the unauthorized commitment.

The individual who made an unauthorized commitment will use this form to track and document the ratification process. It ensures the individual provides a complete package and obtains all required reviews per Federal Acquisition Regulation 1.602-3 and Administrative Instruction 119.

**1. INDIVIDUAL**

Attach a signed statement that:

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

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

<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 and address the following:

1. The specific measures taken by the organization to prevent recurrence of unauthorized commitments; and 2. The specific disciplinary action taken or recommended based on the circumstances. If no action is taken, affirmatively state so and provide justification.

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

I ☐ concur ☐ do not concur

<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>	

**3. WHS FINANCIAL MANAGEMENT DIRECTORATE**

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

Funds ☐ were ☐ are not currently available (attach certified funding documents).

<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>	

**4. WHS ACQUISITION DIRECTORATE 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/POSITION</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>	

**5. OFFICE OF THE GENERAL COUNSEL, WHS AND PFPA**

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/POSITION</b>		<b>f. DATE</b> <i>(YYYYMMDD)</i>	

**6. DIRECTOR, WHS AD (or designee pursuant to FAR 1.602-3(b)(3))**

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>	