

**UNAUTHORIZED PURCHASE – RATIFICATION REQUEST**

When an individual without having complied with the SC Consolidated Procurement Code and without Procurement authority commits the College to an obligation by ordering or receiving goods or services **over the small purchase limit of \$10,000.00**, prior to review by the Procurement Office and issuance of a Purchase Order, **it is an unauthorized purchase**. In accordance with the SC Consolidated Procurement Code and Regulations, it is prohibited for a procurement officer to ratify a purchase made by a person without the requisite authority to do so. Only the Chief Procurement Officer, the head of a purchasing agency, or a designee of either officer has the authority to ratify such acts.

For the President to consider this request, **the authorized fund administrator must complete the Ratification Request (items 1 – 4), item 5 must be signed by the purchaser’s supervisor, and the form returned to the Office of Procurement**. If the authorized fund administrator made the unauthorized purchase, then his/her supervisor must complete the request. It is important that all items are completed with adequate explanations as they contain the information required for corrective action. Regulations concerning unauthorized purchases are outlined in full at [www.scstatehouse.gov/coderegs/c019.php#19-445.2015](http://www.scstatehouse.gov/coderegs/c019.php#19-445.2015) If you need additional information or wish to discuss this matter, please contact the Procurement Officer named above. We are available at your convenience to clarify procedures or to provide training as necessary.

To: **Steve Osborne, Executive Vice President for Business Affairs**

Date:

From:

\_\_\_\_\_  
(Signature of Fund Administrator)

\_\_\_\_\_  
(Printed Name of Fund Administrator)

\_\_\_\_\_  
(6-Digit Index #)

\_\_\_\_\_  
(6-Digit Account #)

An unauthorized purchase of (Purchased Goods/Services Description)

was made on (Date)

, from (Vendor)

in the amount of \$

by (Purchaser’s name)

. Requisition / EA / Invoice

is attached.

1. A purchase order was not obtained prior to purchase because:

2. I certify the price charged is fair and reasonable. (If not, explain overcharge of \$ \_\_\_\_\_ )

3. The Purchaser **should** **should not** be required to pay unreasonable difference. (If not, why not?)

4. Procedures I have implemented to prevent recurrence within my area of responsibility are:

5. Purchaser's Supervisor Signature: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Via: **Office of Procurement**

I have reviewed on \_\_\_\_\_ and **concur** **do not concur** with the above. Based on the above information this Request **exceeds** State limits.

Signature: \_\_\_\_\_

Wendy E. Williams, CPPO, C.P.M., Director of Procurement

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

From: **Steve Osborne, Executive Vice President for Business Affairs**

To: **Wendy Williams, Director, Office of Procurement**

I have reviewed the facts and circumstances detailed above and ratify this unauthorized purchase, authorizing issuance of a confirming purchase order and approve the vendor's invoice for payment subject to the following conditions:

Purchaser is to reimburse the College \$ \_\_\_\_\_ for unreasonable costs related to this purchase. Ensure receipt is obtained from Treasurer's Office.

Prepare Letter of Caution to Purchaser for my signature.

Prepare Letter of Reprimand to Purchaser for my signature.

No further conditions imposed.

Signature: \_\_\_\_\_

Stephen C. Osborne, Executive Vice President for Business Affairs

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

cc: Fund Manager / Purchaser / Appropriate Executive Vice President