

UNAUTHORIZED COMMITMENT - Review and Approval Routing

DIVISION HEAD	a. Is the Employee's statement of circumstances accurate and complete? Yes No	
	b. Describe measures that have been taken to prevent recurrence of unauthorized commitments.	
	c. I recommend (mark one). Approval* Disapproval	
	d. SIGNATURE	e. CODE
	f. DATE	
*If approval recommended, provide a completed procurement request with funding to ratify the contract.		
ADOR OR CODE 8000	a. I recommend (mark one). Approval Disapproval	
	b. SIGNATURE	c. CODE
	d. DATE	
CODE 3200/3400	a. The Government obtained a benefit resulting from the unauthorized commitment. Yes No	
	b. The price is fair and reasonable. Yes No	
	c. A Contracting Officer could have granted authority to enter into the commitment at the time it was made and still has the power to do so. Yes No	
	d. Funds are available and were available at the time the authorized commitment was made. Yes No	
	e. The resulting contract would otherwise have been proper if made by an authorized Contracting Officer. Yes No	
	f. I recommend (mark one). Approval Disapproval	
	g. SIGNATURE	h. CODE
i. DATE		
CODE 3008	a. The unauthorized commitment package is approved as to form and legality. Yes No	
	b. SIGNATURE	c. DATE
CODE 1000	a. The file has been reviewed and I recommend (mark one). Approval Disapproval	
	b. SIGNATURE	c. DATE
CODE 3200/3400	For forwarding to ONR Code 02.	
ONR CODE 02	a. The file has been reviewed and I recommend (mark one). Approval Disapproval	
	b. SIGNATURE	c. DATE
CODE 3200/3400	Execute ratification and file IAW FAR 1.602-3 and NAPS 5201.602-3.	