

UNAUTHORIZED COMMITMENT EMPLOYEE STATEMENT OF CIRCUMSTANCES

NOTE: Please use additional pages, as necessary, to provide complete information.

1. Description of circumstances concerning unauthorized commitment. State the bona fide government requirement which necessitated the commitment and the reason(s) why normal procurement procedures were not followed:

2. Describe the benefit received and its value:

3. Provide any other pertinent facts:

4. All orders, invoices, or other documentary evidence of the transactions are attached:

Yes, please list below.

No

N/A

NAME	CODE	PHONE
SIGNATURE	DATE	