

Unauthorized Procurement Ratification

Horry County Schools (Greater than \$1,500)

School or Location: _____

Vendor Name/Invoice #/Invoice Date: _____

Accounting Code for Payment: _____

1. Describe the facts and circumstances surrounding this unauthorized procurement:
(To be completed by the person authorizing the procurement)

Signature: _____

2. Describe the method used to determine that the price paid was fair and reasonable (if greater than \$1,500.00):
3. Steps taken to prevent recurrence (to be completed by Principal or Budget Manager):

Principal or Budget Manager

Date

Violation Code

First Ratification _____

Second Ratification _____

Third Ratification _____

This form must be completed and returned along with the unpaid invoice to the Procurement Officer within 5 working days of receipt of invoice.

Procurement Officer

Date

Approved _____

Not Approved _____

Chief Financial Officer

Date