



**DEFENSE LOGISTICS AGENCY  
DEFENSE ENERGY SUPPORT CENTER  
8725 JOHN J. KINGMAN ROAD, SUITE 4950  
FORT BELVOIR, VIRGINIA 22060-6222**

IN REPLY  
REFER TO

DESC-CPA (D. Baker)

**JUN 15 2004**

CONTRACTING INSTRUCTION (CI): 04-08

MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Ratification of Unauthorized Commitments

This CI provides the DESC internal procedures for the ratification of unauthorized commitments. All DESC ratifications shall be in compliance with FAR 1.602-3(c) and with DEPI 1.602-3, Ratification of Unauthorized Commitments. They shall be approved by the CSPO/Associate CSPO.

This CI is effective immediately and expires upon inclusion in the DEPI.

Point of contact if Ms. D. Baker, (703) 767-8459 or DSN 427-8459.

GABRIELLA M. EARHARDT  
DESC Center Senior Procurement Official

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**1.602-3 Ratification of unauthorized commitments.**

(b) Policy.

(3) The authority for the ratification of unauthorized commitments valued at or below the simplified acquisition threshold at FAR 13.000 resides with the CSPO/Associate CSPO.

(101)

(i) DESC Ratifications shall be in accordance with all coverage at FAR 1.602-3(c).

(ii) In addition to information required in paragraph (101)(i) above, at a minimum the following shall be documented and provided to the CSPO/Associate CSPO for review and approval prior to ratification:

(A) Memorandum signed by the contracting officer, concisely addressing the following:

(a) Name and address of firm which provided supplies or services.

(b) Statement of work (supplies or services) and date provided to the government.

(c) Description of circumstances leading to the unauthorized commitment.

(d) Statement describing corrective action taken to avoid future unauthorized commitments.

(e) Statement recommending ratification of unauthorized commitment.

(B) Include with memorandum:

(a) Proof of funding, appropriation and accounting data, including purchase card funding when appropriate.

(b) Vendor invoice.

(c) Coordinations:

- DESC-G, Office of Counsel;
- DESC-RB, Resources Management;
- If reimbursable via the Purchase Card, DESC-RB and RP, as well as DESC-CPB, the DESC Agency Program Coordinator;
- The Region Commander's, if originating from a Region;
- CBU Director;
- DESC-CPB, Procurement Oversight Branch;
- DESC-CP, Procurement Planning & Support Division.

(d) The CSPO/Associate CSPO shall document approval by signing an approval signature block at the end of the ratification request.

(e) The contract document prepared for the contracting officer's signature to ratify the unauthorized commitment, unless the Purchase Card is being used.