



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON JAPAN
UNIT 45006
APO AP 96343-5006

AMIM-JNW-N

XX MONTH XXXX

MEMORANDUM FOR XXXXX

SUBJECT: Ratification Action

1. It has come to my attention that an unauthorized purchase was initiated on or about ____//date//____ by ____//member// for ____//goods/services//____. As specified in AR 215-4, Nonappropriated Fund Contracting, Unit Fund Operations, "Unauthorized commitment" is an agreement that is not binding solely because the Government representative who made it, lacked the authority to enter into that agreement on behalf of the Government. For this situation, the Chief, Financial Management Branch was the only individual with the authority to obligate funding to accomplish this type of purchase.
2. Ratification is the process by which the unauthorized act is handled. This process provides the legal means for approving, by an official who has the authority to do so, an unauthorized commitment for the purpose of paying for supplies or services provided to the NAFI. In order for the ratification to be accomplished for this subject action, please ensure Parts I through V of the attached template are completed and signed by the appropriate individual and provide all supporting documentation as specified in the attachment.
3. Since there is an outstanding balance due to the vendor/contractor for services or supplies received/rendered, it is important we process the ratification action as quickly as possible. Please provide the completed and signed template (all parts) and supporting documentation to ____//FMO//____ as soon as possible, but not later than ____20XX. If you have any questions regarding this ratification, please contact the Financial Management Branch Chief, gregory.p.anger.naf@army.mil at DSN (315) 263-5572.

Encl
Ratification Template

JEFFERY M. HELMINIAK
Chief, NAF Support Management Division

Unit Fund Ratification Template

UNIT FUND CUSTODIAN

STATEMENT OF FACTS AND CIRCUMSTANCES (Attach any relevant supporting documentation, evidence the supplies or services were of benefit to the government, statement why the contracting office was not used and why the proposed contractor was selected, a list of any other sources considered, description of work performed or products to be furnished, estimated or agreed upon price and any contractor correspondence.)

The Supplies Services identified were received on _____(Date).
Provide all relevant documentation such as, invoices, delivery tickets, etc., as attachments to this document.

Typed or printed name, grade/rank, duty title

Date

Signature

COMPLETED BY INDIVIDUALS' IMMEDIATE SUPERVISOR

Disciplinary action was was not taken.

Provide explanation of disciplinary action taken or the reason why none was taken.

Provide explanation of actions taken to prevent recurrence of unauthorized commitments.

Typed or printed name, grade/rank, duty title

Date

Signature

UNIT FUND CUSTODIAN

The request for Supplies Services identified was submitted on _____
(Date) by _____ (Member from Unit). Provide all relevant documentation
such as, invoices, delivery tickets, etc., as attachments to this document.

I certify that funds were were not available at the time the unauthorized
commitment was made.

I certify that funds are are not available if action is ratified.

Typed or printed name, grade/rank, duty title

Date

Signature

FINANCIAL MANAGEMENT BRANCH CHIEF

The facts, records and documentation are are not adequate for a ratification
determination.

A benefit was was not received and prices are are not fair and reasonable.

The purchase would have been would not have been valid if properly executed.

Payment and ratification is is not recommended.

Statement of Facts are attached supporting the conclusions noted above.

Typed or printed name, grade/rank, duty title

Date

Signature

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DIRECTOR, FAMILY AND MORALE, WELFARE AND RECREATION

Attached is the documentation concerning the circumstances surrounding the unauthorized commitment.

Pursuant to my authority under AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, and AR 215-4, Nonappropriated Fund Contracting, this unauthorized commitment is ratified is not ratified.

Typed or printed name, grade/rank, duty title	Date	Signature