

VICE CHANCELLOR-MARINE SCIENCES, SCRIPPS INSTITUTION OF OCEANOGRAPHY RATIFICATION REQUEST SUMMARY

Submitted by: (Business Officer
Division Name)

SUBJECT: Request for Ratification Determination

References: (any correspondence/teleconferences which have been exchanged between Assistant Vice Chancellor – Marine Sciences and Division)

Provide the following information and certification for consideration of ratification for the unauthorized commitment:

1. A description of the circumstances surrounding the unauthorized commitment.
2. Description of supplies or services provided and how the Division and Scripps benefited from the performance of the unauthorized act, if applicable and if funds are available to cover the cost of the services and/or goods requested or provided; .
3. A summary of the impact on Scripps in terms of personnel, time, effort, dollars, risk exposure and space utilization (if applicable).
4. Steps or action taken or attempts made to resolve the unauthorized commitment including specific corrective action(s) taken in accordance with University policy.
5. Procedures within standard business operations to prevent future unauthorized commitments from occurring.
6. A request for an approval of the unauthorized commitment.

The foregoing information is true, accurate and complete:

Business Officer: _____
Signature Date

Division Head: _____
Signature Date

Section Head: _____
Signature Date