

<b>RATIFICATION ACTION SUMMARY</b>		LGC FILE
(IF MORE SPACE IS REQUIRED, USE A SEPARATE SHEET OF PAER AND IDENTIFY BY SECTION NUMBER)		
<i>THE APPROPRIATE FUNCTIONAL AREA CHIEF IS RESPONSIBLE FOR COMPLETETION OF PARTS I, II, III, AND IV. THE CONTRACTING OFFICER IS REPONSIBLE FOR COMPLETION OF PARTS V, VI, AND VII.</i>		
<b>I. TO BE COMPLETED BY INDIVIDUAL WHO COMMITTED THE UNATUORIZED ACT OF THE RESPONSIBLE SUPERVISOR</b>		
A. NAME GRADE AND POSITION		
B. STATEMENT OF FACTS AND CIRCUMSTANCES (PAFFARS 5301.602-3(b)(2)(i)):		
TYPED OR PRINTED NAME, GRADE AND DUTY TITLE OF THE INDIVIDUAL OR SUPERVISOR	3. DATE	SIGNATURE
<b>II. TO COMPLETED BY THE FUNCTIONAL AREA CHIEF</b>		
<input type="checkbox"/> SUPPLIES <input type="checkbox"/> SERVICES IDENTIFIED WERE <input type="checkbox"/> WERE <input type="checkbox"/> WERE NOT A VALID NEED		
TYPED OR PRINTED NAME, GRADE AND DUTY TITLE OF THE INDIVIDUAL OR SUPERVISOR	3. DATE	SIGNATURE
<b>III. TO BE COMPLETED BY ACCOUNTING AND FINANCE</b>		
I CERTIFY THAT PROPER FUNDS:		
<input type="checkbox"/> WERE <input type="checkbox"/> WERE NOT AVAILABLE AT THE TIME OF THE ACT <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT AVAILABLE IF ABOVE ACTION IS RATIFIED		
TYPED OR PRINTED NAME, GRADE AND DUTY TITLE OF THE INDIVIDUAL OR SUPERVISOR	3. DATE	SIGNATURE
<b>IV. TO BE COMPLETED BY INDIVIDUAL'S IMMEDIATE COMMANDER</b>		
DISCIPLINARY ACTION <input type="checkbox"/> TAKEN <input type="checkbox"/> (TO BE TAKEN (OR EXPLANATION OF CIRCUMSTANCES MAKING SUCH ACTION ACTION INAPPROPRIATE))		
TYPED OR PRINTED NAME, GRADE OF COMMNADER	3. DATE	SIGNATURE
<b>V. TO BE COMPLETED BY THE CONTRACTING OFFICER</b>		
I HAVE REVIEWED THE DATA SUBMITTED AND HEREBY DETERMINE THAT:		
<input type="checkbox"/> THE FACTS, RECORDS AND DOCUMENTATION ARE ADEQUATE FOR A RATIFICATION DETERMINATION <input type="checkbox"/> THE PRICES <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT FAIR AND REASONABLE		
TYPED OR PRINTED NAME, GRADE OF CONTRACTING OFFICER	3. DATE	SIGNATURE
<b>VI. TO BE COMPLETED BY LEGAL ADVISOR</b>		
<input type="checkbox"/> THE ABOVE ACTION HAS BEEN REVIEWED AND <input type="checkbox"/> IS <input type="checkbox"/> IS NOT CONSIDERED LEGALLY SUFFICIENT TO SUPPORT <input type="checkbox"/> RATIFICATION		
TYPED OR PRINTED NAME, GRADE OF LEGAL OFFICER	3. DATE	SIGNATURE
<b>VII. TO BE COMPLETED BY CONTRACTING OFFICER</b>		
<input type="checkbox"/> I RECOMMEND THAT THE ACTION BE RATIFIED. THE PURCHASE WOULD HAVE BEEN VALID IF PROPERLY EXECUTED. BENEFIT WAS RECEIVED AND THE PRICE IS FAIR AND REASONABLE  <input type="checkbox"/> I RECOMMEND THAT THE ACTION NOT BE RATIFIED. THE MATTER SHOULD BE PROCESSED UNDER FAR PART 50 OR AS A GAO CLAIM IAW FAR 1.602-3(d)		
TYPED OR PRINTED NAME, GRADE OF CONTRACTING OFFICER	3. DATE	SIGNATURE
<b>VIII. TO BE COMPLETED BY THE APPROPRIATE RATIFYING AUTHORITY AS SET FORTH IN PAFFARS 5301.602-3(b)(3)(ii). PURSUANT TO MY AUTHORITY UNDER PAFFARS THE ABOVE    <input type="checkbox"/> IS    <input type="checkbox"/> IS NOT RATIFIED</b>		
TYPED OR PRINTED NAME, GRADE OF RATIFYING AUTHORITY	3. DATE	SIGNATURE

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).