Form L

*(reg. 83(1))*

Request for Retroactive Approval

Procuring entity:

|  |  |
| --- | --- |
| **Part A: To be completed by user Department** | |
| Department | |
| Project No. or title: | |
| Date procurement undertaken: | |
| Brief procurement description: | |
| Planned or unplanned (*was the procurement part of the Annual Procurement Plan*): | |
| Reasons for retroactive procurement: | |
| Retroactive amount required for approval (Pula): | |
| Availability of funds: (attach proof of availability of funds) | |
| Proposed future corrective measures: | |
| Accountable project officer:    Name: Sign: Date: | |
| Head of user Department:  Name: Sign: Date: | Comments and recommendation by head of user Department:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Comments and recommendation by procurement unit: |
| **Part B: To be completed by the procurement unit** |
| Assessing officer (head of procurement unit):  Name: Signature: Date: |
| **Part C. To be completed by the procurement oversight unit** |  |
| Head of procurement oversight unit:  Name: Sign: Date: | Comments and recommendation by procurement oversight unit: |
| **Part D. To be completed by the Accounting Officer**  Name: Sign: Date: | Decision by the Accounting Officer: |
| Administrative action by Accounting Officer: | |