When a formal contract is not in place, this substantiation form is required, to allow for payment, through the issuing of a Confirming Order document or the insertion of pre-contractual work clauses in a contract when the work is on-going.

For more complete instructions, refer to: [Confirming Order process](http://iservice.prv/eng/finance/purchasing/co-process.shtml)

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| **SECTION 1 – REQUIRED INFORMATION** |
| 1. Purchase Requisition Number (PReq): \_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Reasons why a PReq was not submitted to allow CFOB – Procurement Operations to put a contract in place before the purchase or before the start of the work:

[ ]  Check this box if the Pre-contractual Work was caused by a delay in the issuance of the PSPC’s Commissionaires Services Standing Offer. When checked, do not complete sections 3 and 4.  |
| **Confirming Order** (If applicable)Total amount (including applicable taxes): $Start or purchase date: End date (if applicable):Location of delivery (goods/services): |
| **Pre-contractual Work** (If applicable)Total expenditure to date (including applicable taxes): $Total estimated amount (work to date + remaining work + applicable taxes): $Start date: End date:Location of delivery (goods/services): |
| 1. Description of the purchased goods/services and the relation with your mandate and/or with operational requirements:
 |
| 1. The corrective measures taken to prevent the same/similar situation from re-occurring:
 |
| 1. Is the work subject to IP Rights, and if so, confirm the ownership of the IP rights and if any licenses were granted:
 |
| 1. Other applicable requirements such as Security, Privacy and Accessibility, including any relevant detail related to a previous contract:
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| **SECTION 2 – SIGNATURES** |
| **By signing, the undersigned is acknowledging that she/he will be accountable for full and final payments covering all obligations for goods and services rendered arising for this requirement.** |
| **Signature of below items 1 and 2 is mandatory for all requirements**1. **Signature of**  **Fund Centre (FC) Manager** responsible for the inappropriate commitment (person who approves the section 32)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. **Signature of FC Manager’s immediate supervisor**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Additional mandatory signature for expenditures over $5000 (including applicable taxes)****Signature of DG or ADM** (ADM signature required when signed at DG level at above item 2)Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 3 - CFOB Procurement Operations Signatures** |
| Signature of Procurement Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_Senior Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**Over $25,000**Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |