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: \_\_\_\_\_\_\_\_\_\_\_\_\_ |