

CONTRACT – LATE JUSTIFICATION FORM

Please Note:

Approving a contract after its start date is a clear violation of current State Policies and Procedures. During audit reviews, the College can be cited for such violations. Therefore, it is extremely important that departments submit contract requests for Personal Service Agreements (PSAs) and Cost/No Cost Contracts to the Purchasing Department in accordance with the deadlines listed below:

- Contracts valued at \$3,000 or more must be submitted to Purchasing at least **60 days** prior to the start date of the contract.
- Contracts valued at \$3,000 or less must be submitted to Purchasing at least **45 days** prior to the start date of the contract.

If the contract request is submitted after the Purchasing deadline and the contract is executed after the start of service, you will be required to complete this form as indicated below.

This form must be filled out completely and BOTH the Division Director and the appropriate Dean must sign the form.

Contract #:

Name of Contractor:

Please explain in detail.

WHY was the Contract Request submitted late?

Please indicate what **procedures** you have established to help **eliminate** future late submittals.

Director's Signature

Dean's Signature

Date

Effective: 01-05-15