



Finance and Administrative Services Contract Late Justification

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 to the Finance and Administrative Services department in accordance with the deadlines listed below:

- Contracts valued at \$25,000.00 or more must be submitted at least **60 days** prior to the start date of the contract.
- Contracts valued at less than \$25,000.00 must be submitted at least **45 days** prior to the start date of the contract.

If the contract request is submitted after the 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 Contract Requestor and the appropriate Associate Dean/Dean must sign the form.

Contract Number

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.

Contract Requester Signature

Associate Dean/Dean Signature

Date