

PSA Late Justification Form

Please Note:

Approving a contract after its start date is a violation of current State Policies and Procedures. During State audit reviews the University will be sited for such violations. Therefore it is extremely important that departments contact the Contracts Office to establish a PSA before the start of the contract.

- PSA's valued at \$3,000 or greater must be requested at least **8 weeks** prior to the start date of the contract.
- PSA's valued at less than \$3,000 must be requested at least **15 business days** prior to the start date of the contract.

This form must be submitted when a PSA does not conform to the deadlines noted above.

This form must be filled out completely and BOTH the Project Director and the appropriate VP or Chief must sign the form.

PSA #:

Name of Contractor:

Please explain in detail:

Why was the PSA submitted late?

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

Department

Project Director Signature

Date

VP or Chief Signature (required)

Date