



## **PSA LATE JUSTIFICATION FORM**

Approving a contract after the start date of the services is a clear violation of current State Purchasing Policies and Procedures. During audit reviews, the College can be cited for such violations. Therefore, it is extremely important that departments forward Personal Service Agreements (PSAs) to the Contracting and Compliance Office (C-241A) for approval before the start of the contract.

- PSAs valued at \$3,000 or ore must be submitted to Valerie Smith (C-241A) at least **45 days** prior to the start date of the contract.
- PSAs valued at \$3,000 or less must be submitted to Valerie Smith (C-241A) at least **15 days** prior to the start date of the contract

This form must accompany all PSAs that do not conform to the deadlines outlined above.

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

**Date of Service:**

**Name of Contractor:**

**Amount:**

### **EXPLAIN IN DETAIL**

1. **WHY** was the PSA submitted late?

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

\_\_\_\_\_  
Director's Signature                      Date

\_\_\_\_\_  
Deans' Signature                      Date