

## PSA 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 University can be cited for such violations. Therefore, it is extremely important that departments forward Personal Service Agreements (PSAs) to the Purchasing Department for approval before the start of the contract.

- PSAs valued at \$3,000 or more must be submitted to Purchasing at least **21 business days** prior to the start date of the contract.
- PSAs valued at \$3,000 or less must be submitted to Purchasing at least **10 business days** prior to the start date of the contract.

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

This form must be filled out completely and BOTH the Project Director and the appropriate Vice President or Dean must sign the form.

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PSA #:

Name of Contractor:

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**Please explain in detail.**

**WHY** was the PSA submitted late?

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

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Department

VP or Dean Signature

Date