

## LATE JUSTIFICATION FORM

### Personal Service Agreements and Purchase Requisitions

Approving a Purchase Requisition or Personal Service Agreement after the start date violates State policies and SCSU procedures and may result in audit findings. To ensure compliance, all agreements and requisitions must be submitted to Procurement Services for review and approval prior to the start of services and before any purchases are made.

- **Personal Service Agreements valued  $\geq$  \$5,000 must be submitted at least 21 business days prior to the contract start date.**
- **Purchase Requisitions must be submitted before any goods or services are ordered or received.**

This form is required for all Personal Service Agreements and Purchase Requisitions that do not meet the deadlines outlined above.

This form must be completed in full and signed by both the Requestor and the Appropriate Vice President or Dean.

**Please Note: Any situation in which goods or services are obtained before an approved requisition or agreement constitutes an unauthorized purchase under CSCU Procurement Manual §2.12 and requires written justification.**

Document Type: \_\_\_\_\_

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Why is this document submitted late?


What procedures have you established to prevent future late submittals?


\_\_\_\_\_  
President/VP/Dean (as appropriate) Signature

\_\_\_\_\_  
Date

For questions, please contact **Procurement**

 [Procurement@southernct.edu](mailto:Procurement@southernct.edu).