

**JUSTIFICATION FOR UNTIMELY CONTRACT SUBMITTAL**

*University Department/Division/College:* \_\_\_\_\_

*Originating Department/Division/College Contact:* \_\_\_\_\_

*Vendor's Name:* \_\_\_\_\_

**UNIVERSITY POLICY REQUIRES ALL CONTRACTS TO BE EXECUTED BY THE PARTIES PRIOR TO THE START DATE FOR SERVICES.**

Although the majority of University contracts certified as standard contracts by the Office of General Counsel can be processed within ten (10) business days, certain contracts require more lead time for review by the Office of General Counsel and/or for effecting compliance with statutory, regulatory, and/or Board of Regents requirements. Examples of contracts that require greater lead time for processing include the following:

- **Contracts that are not certified as standard agreements by the Office of General Counsel (need at least 15 business days for legal review and revision, as applicable).**
- **Contracts for which Board of Regents approval must be obtained (need at least two (2) months).**
- **Contracts for consulting services for which payment in excess of \$15,000 will be made, in whole or in part from state funds (need at least six weeks to comply with Texas law).**
- **Contracts to obtain the services of foreign nationals (length of time for processing necessary permits or papers varies - consult the Human Resources Department, (713) 743-5713).**

Please explain, in the space provided below, why the above-listed contract was not submitted for processing in time for execution of the contract prior to the start date for services. Include the completed form with the contract at the time the contract is submitted for processing. This form will be forwarded with the contract for signature by the appropriate University official. If you have questions in regard to this form, call Marlon S. Garcia, at X35650.

**Reason(s) for Delayed Submission of Contract for Processing**

*Signature of College/Department/Division Administrator:*

\_\_\_\_\_

*Date:* \_\_\_\_\_ *Phone Number:* \_\_\_\_\_ *Fax Number:* \_\_\_\_\_