




**NOTICE 2023.02
HIGHER EDUCATION**

To: University Procurement Staff
State Purchasing Officers

From: John Donato 
Chief Procurement Officer – Higher Education

Date: March 3, 2023

Subject: Late Execution Waivers
30 ILCS 500/20-80(d)

CC: Illinois Office of Comptroller
Procurement Policy Board
Commission on Equity and Inclusion

Public Act 102-0783 amended 30 ILCS 500/20-80(d). Contracts requiring a Late Execution Waiver executed on or after May 13, 2022, shall be reviewed and approved by the Chief Procurement Officer for Higher Education (CPO-HE). Pursuant to Section 20-80(d) of the Code, this does “not apply to emergency purchases if notice of the emergency purchase is filed with the Procurement Policy Board and published in the Bulletin.”

A University Purchasing Director requesting approval by the CPO-HE shall notify the assigned State Purchasing Officer (SPO) by using the Late Execution Waiver form located on the CPO-HE website and providing the executed contract. The SPO will submit the completed Late Execution Waiver form and executed contract to the CPO-HE for consideration.

Approved Late Execution Waiver forms by the CPO-HE will be returned to the applicable universities for submission with the obligation packet.

Approved Late Execution Waiver forms shall be maintained in the contract file.

The Late Execution Waiver may be found on the CPO-HE website. If there are questions about this CPO Notice, please ask your assigned SPO or contact the Chief Procurement Office at eec.cpohe@illinois.gov.

This CPO Notice is effective immediately.