

Late Execution Waiver

Background

Section 20-80(d) of the Illinois Procurement Code (30 ILCS 500/20-80(d)) states:

"No voucher shall be submitted to the Comptroller for a warrant to be drawn for the payment of money from the State treasury or from other funds held by the State Treasurer on account of any contract unless the contract is reduced to writing before the services are performed and filed with the Comptroller. Contractors shall not be paid for any supplies that were received or services that were rendered before the contract was reduced to writing and signed by all necessary parties... This Section shall not apply to emergency purchases if notice of the emergency purchase is filed with the Procurement Policy Board and published in the Bulletin as required by this Code."

University Name: _____ Contact Person: _____ Phone: _____

Project Title: _____ Bulletin Number: _____

Procurement Method: _____ Vendor Name: _____

Pursuant to 30 ILCS 500/20-80(d), the contract could not be reduced to writing and signed by all necessary parties prior to supplies being received or prior to services performed because (attach additional documentation if necessary):

The contract was reduced to writing and signed by all necessary parties before the goods were received or services were commenced. The goods were received or services were commenced on the following date:

University Purchasing Director Approval

I know and understand the contents of this waiver and attest that all statements are true and correct.

University Purchasing Director Signature (not a designee) Phone Number Date

University Purchasing Director Printed Name University Purchasing Director Email Address

Chief Procurement Officer Approval

- Based on my review and the above information provided by the university, **I approve** an exception to the requirements of 30 ILCS 500/20-80(d).
- Based on my review and the above information provided by the university, **I do not approve** an exception to the requirements of 30 ILCS 500/20-80(d).

Comments:

Chief Procurement Officer Signature (not a designee) Phone Number Date

Chief Procurement Officer Printed Name Chief Procurement Officer Email Address