

Voidable Contract Review Request

(Procurement Code Section 50-60a)

Requesting University: _____ Date of Request: _____
Project Title: _____ Solicitation/Contract #: _____

Background Information

Vendor: _____ Dollar Value: _____ Term begin: _____ Term end: _____

Was this procurement published on the bulletin? Yes No If Yes, bulletin #: _____ Date: _____

If not published on the bulletin, explain why not: _____

Nature of Request

Based on the facts and circumstances and for the reasons stated herein, the University requests that the transaction described in this request be:

Ratified

Declared Void

Description of Transaction and Rationale for Requested Action

Describe the transaction in detail and the benefit received by the University as a result of the transaction (attach additional documentation if necessary):

Describe any applicable provisions of the Procurement Code (or rules) or other law that affected the circumstances of this request (attach additional documentation if necessary):

Describe the contractor's role, if any, in causing the circumstances that led to this request (attach additional documentation if necessary):

Provide reasons why the recommended action is in the best interest of the University (attach additional documentation if necessary):

Describe the potential impact on the University if the recommended action is not followed (attach additional documentation if necessary):

List the steps that have been taken to prevent recurrence of the circumstances that led to this request (attach additional documentation if necessary):

Describe any other mitigating factors (attach additional documentation if necessary):

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University Signatures

With knowledge of the facts surrounding the circumstances that led to this request, I certify that the information, circumstances, and details described above are complete, accurate, and true; the action requested is in the best interest of the University; appropriate senior levels of the University have been advised of the circumstances leading to this request and have authorized the requested action; and I hereby request that the Chief Procurement Officer approve this request to:

University Purchasing Director

Ratify the Transaction **Void the Transaction**

University Purchasing Director Signature: _____ Date: _____ Phone: _____
 University Purchasing Director Printed Name: _____ Email: _____

University Senior-Level Administrator

After review of the University's request, **I Concur With This Request** **I Do Not Concur With This Request**

Senior-Level Administrator Signature: _____ Date: _____ Title: _____
 Senior-Level Administrator Printed Name: _____ Email: _____

SPO Recommendation

After review of the University's request, **I Concur** **I Do Not Concur** with the University's request.

SPO Comments (attach additional documentation if necessary):

SPO Signature: _____ Date: _____ Phone: _____
 SPO Printed Name: _____ Email: _____

CPO Determination

After considering the recommendation of the requesting University and the State Purchasing Officer, I am taking the following action as being in the best interests of the State and the University. I hereby:

- RATIFY** the contract. This ratification is not an approval of the underlying actions. This ratification is solely to accept the contract.
- VOID** the contract

Explanation (attach additional documentation if necessary):

CPO Signature: _____ Date: _____ Phone: _____
 CPO Printed Name: _____ Email: _____