

JUSTIFICATION FOR LATE CONTRACT SUBMITTAL

Contract Name and number, if applicable: _____

Name of originating College/ Division: _____

Name of originating Department: _____

**UNIVERSITY POLICIES REQUIRES ALL CONTRACTS TO BE EXECUTED BY THE PARTIES
BEFORE THE START DATE FOR SERVICES**

Section V (K) of the Contract Administration Guide requires the following: Contracts should be processed as far in advance as possible before the effective date/start date of the contract or before the start date for the rendition of services, delivery of goods, or occupancy of leased space.

An originating unit should be aware of the time periods required for processing different kinds of contracts. In the space below, please explain why the above-listed contract was not submitted for processing in time for execution of the contract prior to the start date of services. This form must be signed and included with the contract for legal review. If you need assistance completing this form, please contact the Office of Contract Administration at 832-842-7078 or contractadmin@uh.edu.

Reason(s) for delayed submission of contract for processing

Signature Date
Name: _____
Title: _____
Phone Number: _____

Modification of this Form requires approval of the Office of General Counsel