

Western Connecticut State University
PSA/Honorarium - Late Submittal Form

NOTE: This form must accompany all PSAs and Honoraria that are not submitted for approval prior to the start of the contracted services.

Submitting a State contract for approval after the start of the contract period is a clear violation of State Contracting Policies and Procedures. During State audit reviews the University has been cited for such violations. Therefore it is extremely important that all departments submit PSAs and Honoraria for approval prior to the start date of the contract period.

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PSAs valued at \$3,000 or greater must be submitted at least 30 business days prior to the start date of the contract.

PSAs valued at \$3,000 or less must be submitted at least 10 business days prior to the start date of the contract.

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CONTRACT INFORMATION

Department: _____

Name of Contractor: _____

Contract Period: _____ to _____

Please explain in detail why PSA/Honorarium was submitted after the start date:

Please indicate what procedures you have established to help reduce any late submittals in the future:

Date

Dean, Dept. Head or Director