



## LATE CONTRACT REQUEST JUSTIFICATION FORM

Contract #:

**Contractor/Vendor:** 

## **Contract Manager:**

The contract manager must answer the following questions and then submit this document to their supervisor for approval and signature before the WDVA Contracts Department can execute this agreement.

1. Provide an explanation why this contract/amendment was either initiated and/or sent out after the effective date.

2. What actions will be taken to prevent this from happening in future amendments/contracts?

**Contract Manager Signature** 

**Supervisor Signature** 

**Supervisor Comments**