



Date: \_\_\_\_\_

## PSA/Honoraria Justification Form

**Please Note:**

Approving a contract after its start date is a clear violation of current State Policies and Procedures. During audit reviews, the University can be cited for such violations. Therefore, it is extremely important that departments forward Personal Service Agreements (PSAs) and/or Honoraria to the Procurement Services Department for approval before the start of the contract.

- **PSAs** valued at \$3,000 or more must be submitted to Procurement at least **21 business days** prior to the start date of the contract.
- **PSAs and/or Honoraria** at \$3,000 or less must be submitted to Procurement at least **10 business days** prior to the start date of the contract.

This form must accompany all PSAs and/or Honoraria that do not conform to the deadlines noted above.

This form must be filled out completely and **BOTH** the Project Director and the appropriate Vice President must sign the form.

---

**Document Type:**     Honorarium     PSA                      **Dept:** \_\_\_\_\_

**Contractor Name/Business Name:** \_\_\_\_\_ **Project Monitor/Requestor:** \_\_\_\_\_

**Why is this document submitted late?**


**What procedures have you established to prevent future late submittals?**


\_\_\_\_\_  
**President or VP (as appropriate)**

\_\_\_\_\_  
**Date**