

Late Justification Form

Effective July 1, 2026, all Late Justification Requests must be acknowledged by the CFO or President prior to Procurement processing.

This form is required for Purchase Requisitions submitted after goods or services have been ordered, received, or initiated and for Personal Service Agreements submitted less than 21 business days before the contract start date. Such transactions constitute unauthorized purchases under CSCU Procurement Manual §2.12 and require written justification.

SECTION A – PROCUREMENT USE ONLY

TRANSACTION INFORMATION

Late Justification #: _____

Requestor: _____

Department: _____

Title: _____

Amount: \$ _____

Document Type : ☐ PR PR# _____

☐ PSA

Vendor: _____

Date Ordered/Received/Started: _____

Date Submitted: _____

Description of Goods/Services: _____

PROCUREMENT REVIEW

Occurrence Level:

☐ Level 1

☐ Level 2

☐ Level 3

☐ Level 4

Procurement Reviewer: _____

Date: _____

SECTION B – TO BE COMPLETED BY REQUESTOR

ROOT CAUSE CLASSIFICATION

☐ Lack of Planning

☐ Emergency / Urgent Need

☐ Administrative Oversight

☐ Lack of Training / Awareness

☐ Vendor-Related Issue

☐ Intentional Circumvention

☐ Other: _____

EXPLANATION OF VIOLATION

Why were Procurement procedures not followed?

REQUESTOR CERTIFICATION

I certify that the information provided is accurate and complete.

Requestor Signature: _____

Date: _____

SECTION C - TO BE COMPLETED BY VICE PRESIDENT

MANAGEMENT CORRECTIVE ACTION PLAN

Corrective Action(s) and Preventive Measures:

Target Completion Date: _____

DIVISION ACKNOWLEDGEMENT

I acknowledge this procurement violation and the corrective actions identified.

Division Vice President:

Signature: _____

Date: _____

SECTION D- TO BE SIGNED BY CFO OR PRESIDENT

EXECUTIVE ACKNOWLEDGEMENT

I acknowledge review of this Late Justification and the corrective actions identified by the department. This acknowledgement does not constitute approval of the unauthorized purchase.

Chief Financial Officer or President:

Signature: _____

Date: _____

For questions, please contact **Procurement**

 Procurement@southernct.edu.

[Procurement | Southern Connecticut State University](#)