



CENTRAL CONTRACTS AND LEGAL SERVICES (CCLS)
DEPARTMENT OF ENTERPRISE SERVICES (DES)

DES Late Filing Justification

TO:
CONTRACT AND AMENDMENT NUMBER, IF AMENDMENT
TODAY'S DATE

Contractor's Name

Justification

1. Explain the reason for the late filing.

2. Describe action taken to prevent future late filings.

Was division-level management advised that late filings are not approved by DES? Yes No
 Have you received approval to proceed with the contract / amendment anyway? Yes No

NAME OF DIVISION LEVEL APPROVER AND TITLE	TODAY'S DATE
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