

LATE EXECUTION WAIVER REQUEST

IOC Control Number

Obligation Number

Agency # and Name: (_ _) _____

Agency Contact Person: _____ Phone Number: _____

Address: _____

Vendor Name: _____

Mark and complete one of the following:

() I am requesting an exception to the requirements of 30 ILCS 500/20-80(d). The contract could not be reduced to writing and signed by all necessary parties prior to the goods being received or prior to the services being commenced because: _____

(OR)

() The contract was reduced to writing and signed by all necessary parties before the goods were received or services were commenced. The goods were received or services were commenced on the following date: _____

I am the Chief Procurement Officer, or an authorized designee for the Chief Procurement Officer, for the above listed agency and I am duly authorized to make this request. I know and understand the contents of this request, and all statements herein are true and correct.

Chief Procurement Officer Signature

Date

(For Comptroller and Treasurer Use Only)

Comptroller Date

Treasurer Date

Approved

Denied