

West Texas A&M University

Procurement & Contracts Department

contracts@wtamu.edu or bmccafferty@wtamu.edu

CONTRACT REPORTING FORM

The Contract Administrator or Director of Procurement shall prepare this report for contracts in excess of \$1,000,000 for the purchase of goods or services or any contract that requires enhanced monitoring.

Contractor Name: _____
Contract Number: _____
Contract Value: _____

Contract Description: _____

Contract Execution

Contract Execution Date: _____

1. List the financial provisions of the contract.

2. What is the delivery schedule(s) contained within the contract?

3. Detail any potential risks/issues that may arise with this contract.

I verify that the solicitation and/or purchasing method and the contractor selection process comply with state law and System policy, rules and regulations.

Project Manager/Department Head

Date

Director of Procurement & Disbursements

Date

Contract Completion

Contract Completion Date: _____

1. Have the parties complied with the financial provisions of the contract? Yes No

2. Have the parties complied with the delivery schedules contained within the contract? Yes No

3. Were corrective action plans required under the contract? If so describe below. Yes No

4. What is the status of the any required corrective action plan?

5. Detail any liquidated damages that will be/were assessed or collected under the contract.

I confirm the accuracy of the information reported on this form. Any information that has been provided by the contractor has been verified.

Project Manager/Department Head

Date

Director of Procurement Services

Date

This contract reporting form satisfies the requirements of Government Code 2261.253(c), 2261.254 and 2261.255.