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| 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.

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| 1. Describe action taken to prevent future late filings.

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| Was division-level management advised that late filings are not approved by DES? [ ]  Yes [ ]  NoHave you received approval to proceed with the contract / amendment anyway? [ ]  Yes [ ]  No |
| NAME OF DIVISION LEVEL APPROVER AND TITLE | TODAY’S DATE |