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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. | | |
| 1. 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 |