

**CONTRACTUAL SERVICES CERTIFICATION**

FLORIDA STATE UNIVERSITY

P.O. Number \_\_\_\_\_ (Purchasing will enter)

**PURPOSE:** To provide certification pursuant to [s.287 058\(2\) Florida Statutes](#), for failure to have a Contractual Services Contract signed by the appropriate University representative and the contractor prior to the beginning date of the service. See the back of this form for the full text of the referenced statute

**INSTRUCTIONS:** Complete the applicable section below and secure all required signatures. If the space provided for your response is not sufficient, attach an additional sheet. Send this Certification form, a General Requisition, and the signed contract to the Purchasing Department.

**CONTRACTOR/PAYEE:** \_\_\_\_\_

**TYPE OF CONTRACTUAL SERVICE RENDERED:** \_\_\_\_\_

\_\_\_\_\_

SECTION 1, EMERGENCY CERTIFICATION (Complete this section if the failure to have the contract signed before the service began was due to a circumstance which was beyond your control):

**STATE THE NATURE OF THE EMERGENCY:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SECTION 2, NON-EMERGENCY CERTIFICATION (Complete this section if the failure to have the contract signed before the service began did not involve an emergency situation):

**STATEMENT OF CONDITIONS AND CIRCUMSTANCES** (Give the reason that the contract was not signed prior to the beginning of the service): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACTION TAKEN** (Describe the action taken to prevent a recurrence of such non-compliance): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, hereby certify that to the best of my knowledge the above is an accurate and complete statement of the circumstances and conditions surrounding the failure to have the contract signed before the contractor began rendering the service, and of the actions taken to prevent a recurrence of such noncompliance.

\_\_\_\_\_  
Initiator's Full Name Title Date

\_\_\_\_\_  
Dean or Director Title Date

\_\_\_\_\_  
President/Designee Date