



TEXAS TECH UNIVERSITY SYSTEM™

Contract Reporting Form
Contracts Exceeding \$5,000,000

The Institution's chief procurement officer shall prepare this report for contracts in excess of \$5,000,000 for the purchase of goods or services and submit to the chief financial officer of the TTU System, and the chief financial officer will submit this report to the Board of Regents on behalf of the Institution's chief procurement officer if the chief procurement officer reports any potential issue that may arise in the solicitation, purchasing, or contractor selection process (see item 5). The report shall be updated during the term and upon close-out of the contract if the reported information changes.

Contractor Name: _____

Contract Number: _____

Contract Description: _____

Contract Value: _____

Contract Report Date: _____

Contract Execution Date: _____

Board of Regents Approval Date:

Delivery Term/Completion Date: _____

Board of Regents Approval Item Number:

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. What corrective action plans are required by the parties and what is the status of any corrective action plan? _____

4. Detail any liquidated damages assessed or collected under the contract.

5. Detail any potential issues that may arise in the solicitation, purchasing, or contractor selection process. *If any potential issues are noted, this report must be submitted to the Board of Regents.*



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6. Detail and serious issues or risks identified with respect to this contract.

7. Verifications by Chief Procurement Officer (Tex. Gov't Code §§2261.254 and 2261.255)

I confirm the accuracy of the information reported on this form, and verify the accuracy of any information on this report that is based on information provided by the contractor.

I verify the information reported on this form concerning delivery time of goods or services scheduled for delivery under this contract.

I verify that the solicitation and purchasing methods, and the contractor selection process comply with state law and agency policy.

Chief Procurement Officer

Date