**CONTRACT REPORTING FORM**

The Contract Management Office 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.

<table>
<thead>
<tr>
<th>Contractor Name:</th>
<th>Contract Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Number:</td>
<td>Contract Value:</td>
</tr>
</tbody>
</table>

**Contract Execution**

<table>
<thead>
<tr>
<th>Contract Execution Date:</th>
</tr>
</thead>
</table>

1. List the financial provisions of the contract.

   [Note: Space for listing financial provisions]

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

   [Note: Space for listing delivery schedules]

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

   [Note: Space for detailing potential risks/issues]

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

---

**Contract Completion**

<table>
<thead>
<tr>
<th>Contract Completion Date:</th>
</tr>
</thead>
</table>

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

   [Note: Additional notes if necessary]

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

   [Note: Additional notes if necessary]
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(e), 2261.254 and 2261.255.