

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

16A.15 Form

(Based on Minnesota Statute §16A.15)

College/University/System Office: _____

Division / Department: _____

Vendor / Contractor Name: _____

INSTRUCTIONS: Submit one original and two photocopies when processing the contract.

I. NO OBLIGATION INCURRED PRIOR TO ENCUMBRANCE OR CONTRACT EXECUTION
(Minnesota Statute §16A.15, subd. 3)

I certify work has not started as of _____ and **will not begin until this contract is fully executed.**

Signature of Person
Responsible: _____ Date: _____

Printed Name of Person
Responsible: _____ Date: _____

II. OBLIGATION INCURRED PRIOR TO ENCUMBRANCE
(Minnesota Statute §16A.15, subd. 3)

Total Contract Amount: \$ _____ Obligation Date: _____ (when work started)

Reason why obligation was incurred prior to funds being encumbered and contract being executed:

What corrective action will be taken to prevent violation of M.S. §16A.15, subd. 3, from occurring in the future?

Signature of Person
Responsible: _____ Date: _____

Printed Name of Person
Responsible: _____ Date: _____

Signature of
Authorized Official*: _____ Date: _____

*as stated in Delegation of Authority Letter