

**CONTRACT WORKER SYSTEM MANAGEMENT**

*The Program Office is responsible for tracking and deobligating all expenditures for contracts in order to reconcile the contract to the State payment system prior to June 30 of each year. To ensure timely contractor payments, please follow the instructions below:*

**Instructions:**

*Review contract amount for the current fiscal year; track expenditures paid and expected to be paid through June 30 in personal services, travel, FICA, and PERS for each contract worker; complete the form below; for single year contracts, submit form to the Office of Procurement for processing; for renewal contracts, attach form to the renewal packet and submit packet to the Office of Procurement for processing.*

**PROGRAM OFFICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUESTOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTRACT WORKER NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTRACT NUMBER \_\_\_\_\_\_\_\_\_\_**

**WIN NUMBER \_\_\_\_\_\_\_\_\_**

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| **CONTRACT SYSTEM MANAGEMENT (SPAHRS)** |
| Current Contract Fiscal Year Amount $\_\_\_\_\_\_\_\_\_\_\_\_ |
|  ***Amount paid and to be paid to contract worker through June 30.***P.S. $\_\_\_\_\_\_\_ Travel $\_\_\_\_\_\_\_\_ FICA $\_\_\_\_\_\_\_ PERS $\_\_\_\_\_\_\_\_ |
| ***Amount that will not be paid to contract worker through June 30.***  P.S. $\_\_\_\_\_\_\_ Travel $\_\_\_\_\_\_\_\_ FICA, $\_\_\_\_\_\_\_ PERS $\_\_\_\_\_\_\_\_ |

*\*\*This form should not be utilized to modify or renew a contract. Please follow normal procurement procedures to modify or renew a contract.*