DIVISION
OF
PROFESSIONAL SERVICES

September 9, 2013
Contracts & Mods by Quantity

- Agreements
- Modifications

Legend:
- Blue line: Poly. (Agreements)
- Red line: Poly. (Modifications)
Advertisements per Quarter

<table>
<thead>
<tr>
<th>Year</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
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Contracts can only extended if they have been expired for less than 30 days
If longer, a new contract has to be created
Reference to the original contract remains but the accounting stream is lost

PLEASE CHECK YOUR CONTRACT END DATES
Consultant Payments

- Consultants must sign all PSC’s for approval
- 98% of approvals are delayed because:
  - PSC or pay estimate isn’t signed
  - Wrong letter agreement is attached
  - Lack of funding