

STATE CONTROLLER POLICY

Contract Dates

State contracts shall contain a made date and an effective date.

Made date – The date the parties to the contract agreed upon the terms and conditions in the contract. The made date is used to identify and reference the contract in other documents such as contract amendments.

Effective date – The date that the contract is signed by the State Controller or delegate or a date specified in the contract, whichever date is later. This is the date that the contract becomes valid and work may begin. The only exception is for federal sub-recipient grant contracts where the effective date may be prior to the date signed by the State Controller or delegate, provided that all other requirements are met in the policy on Federal Sub-recipient Grant Contracts. In the latter instance, there is not a violation of C.R.S. §24-30-202 if work begins before signature of the State Controller or delegate; however, this exception only eliminates the statutory violation, and the contract is still not valid until the State Controller or delegate signs, which means that the vendor is at risk of not being paid if such signature is not obtained.

The first paragraph of all contracts shall contain the following content and be in substantially the following form,

This contract (it is permissible to specify what type of contract it is and/or refer to it as an agreement) is made the _____ day of _____, 20__ (but shall not be effective until it is signed by the State Controller or an authorized delegate) by and between XYZ, corp., hereinafter called "XYZ" or "Contractor", and the STATE OF COLORADO acting by and through the DEPARTMENT OF NATURAL RESOURCES for the use and benefit of the WILDLIFE COMMISSION and the DIVISION OF WILDLIFE, herein called the "State".

Leslie M. Shenefelt
State Controller