**Section 930.350 Contract Files**

a) All written determinations required under this Part shall be placed in the contract file maintained by the CPO.

b) Whenever a contract liability exceeding $20,000 is incurred by CDB for projects conducted under the Act, a copy of the contract or purchase order shall be filed with the Comptroller within 30 calendar days thereafter. When a contract or purchase order has not been filed within 30 calendar days after execution, CDB must file with the Comptroller the contract or purchase order and an affidavit, signed by the CPO, setting forth an explanation of why the contract liability was not filed within 30 calendar days after execution. A copy of this affidavit shall be filed with the Auditor General.

c) No voucher shall be submitted to the Comptroller for a warrant to be drawn for

the payment of money from the State treasury or from other funds held by the State Treasurer on account of any contract unless the contract is reduced to writing before the services are performed and filed with the Comptroller. The CPO may request an exception to this subsection by submitting a written statement to the Comptroller and Treasurer setting forth the circumstances and reasons why the contract could not be reduced to writing before the supplies were received or services were performed. This Section shall not apply to emergency purchases if notice of the emergency purchase is published in CDB's Procurement Bulletin.