

VR1305 Instructions

Purpose

The following entities must complete and submit the VR1305, Child Support Certification with their bid or application:

- sole proprietorships,
- partnerships,
- entities with shareholders, or
- entities with an owner who has an ownership interest of at least 25 percent of the business entity.

Copies and Distribution

Consumer Purchasing (CP) retains the statutorily and procedurally required documentation in the official contract file.

If a CP staff member procures or renews the contract, CP forwards a copy to the contract manager.

If a division staff member procures or renews the contract, division staff

- forwards the original to CP, and
- retains a copy in the contractor file.

Retention

VR retains procurement records in a central, accessible location for four years after the end of the calendar year in which the procurement closed.

Detailed Instructions

NA

Acronyms and Definitions

Arrearages—something that is unpaid and overdue.

Obligor—one who is bound by a legal obligation.

Special Instructions

NA