Vendor Name: ________________________________

Vendor Invoice Number: ________________________________

Vendor Invoice Date: ________________________________

Date Invoice Received By Department: ________________________________

Date Product or Service Received From Vendor: ________________________________

Late interest will automatically be charged from the later of the day the goods or services were provided or the date the invoice was received but no later than 10 days from the invoice date unless sufficient justification can be provided. Dating the invoice received to avoid paying late interest is falsifying a State document and a violation of State law.

Was the delay caused by a dispute or a question to the vendor?
Yes or No  _____

If yes, please explain the nature of the dispute, the date the dispute was resolved, the name and phone number for the vendor contact that was assisting with the dispute and any other pertinent information that may be needed to document the refusal of late payment charges

______________________________________________

Provide any additional information that may be applied to the decision regarding the applicability of assessing late payment penalties

______________________________________________

Typed name of employee completing this justification  ________________________________

Signature  ________________________________

Date  ________________________________