



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 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 _____