Texas Tech University Health Sciences Center El Paso
Justification for Late Invoices

(Form located on AP website http://elpaso.ttuhs.edu/businessaffairs/payservices/Policies.aspx for direct data entry)

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

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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 ________________________________________________________________