**REQUEST TO OPEN CONTRACT FOR PAYMENT OF LATE INVOICE**

A late invoice is labeled such because it was received after the 90-day window to make payments is closed in FINET. When an agency requires a contract to be opened in FINET in order to make payment on late invoices, they must complete this form and supply the requested documentation to State Purchasing.

Upon completion, the agency will complete this document and the required supporting document to [purchasingcontracts@utah.gov](mailto:purchasingcontracts@utah.gov). The contract number must be in the subject of the email. Requests that are missing information or documents will be returned to sender.

Agency must include the following attachments with their email request:

1. A copy of the original invoice with management signed approval for payment.

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| **INFORMATION ABOUT THE CONTRACT** | |
| Contract # | Click here to enter text. |
| State Entity | Click here to enter text. |
| Vendor | Click here to enter text. |
| Purpose of Contract | Click here to enter text. |
| End Date of Contract | Click here to enter text. |
| Contract Spending Limit | Click here to enter text. |
| Available Amount in FINET | Click here to enter text. |
| **INFORMATION ABOUT THE INVOICE** | |
| Dollar Amount of the Invoice that Requires Payment | Click here to enter text. |
| Date(s) during which the work was performed or the goods were purchased | Click here to enter text. |
| Written confirmation that the billed items were allowed under contract | Click here to enter text. |
| Written confirm that the billed items have not been invoiced previously | Click here to enter text. |

1. A copy of the Master Agreement Detail Report which shows all expenditures made through the contract. This document can be found by going to <http://finance.utah.gov/datawarehousemain.html>. Click Cognos/FINET. Sign in and click “Procurement – A640, EP Reports, MA Reports.” Then click, “MA02D – Master Agreement Detail Report – Expenditures”

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| **TO BE COMPLETED BY STATE PURCHASING** | |
| I have reviewed the request and accompanying documentation and recommend moving forward with the agency’s request.  Approval to Move Forward: Date: | |
| Recommended Expiration Date  (up to 5 working days) |  |