REQUEST FOR PAYMENT OF INVOICE WHEN NO

CURRENT ENCUMBRANCE DOCUMENT EXISTS

DATE: _____

TO: TRANSACTION ACCOUNTING SERVICES

FROM: Contracts and Acquisitions
(ODOC Operating Unit)

This request is to be completed by an operating unit that has been invoiced for goods or services received for which there is no current encumbrance in place to satisfy payment. Information gathered through this form will be utilized to determine the appropriate method to ratify the unpaid invoice(s) and will be presented to the director and processed in accordance with OP-120103, if it is determined that a Ratification Agreement is required.

All information must be complete and all supporting documentation must be attached.

Invoice #: _____ Invoice Amount: _____

Vendor: _____

Description of goods or services received: _____

_____

Select the appropriate situation that applies to this request and provide correlating details as required.

☐ **A purchase order was in place, with adequate funding, at the time the goods or services were ordered. The invoice was lost, not received, etc. prior to the funds lapsing on the purchase order.**

Provide the purchase order number:	

☐ **A purchase order was <u>not</u> in place at the time the goods or services were ordered.**

Provide a detailed description of the facts and circumstances that surrounded the unauthorized commitment. The description must include specific facts, including dates and employee(s) involved.
Provide a description of actions taken to avoid a replication of the same situation in the future.

Signature: _____ Date: _____
(Facility/Unit Head)