SUPPLIER INVOICE EXCEPTION REQUEST FORM

The Supplier Invoice Request Form must be completed when goods or services have been obtained without a purchase order (PO) and an invoice has been received for payment. The following expenses are excluded: fees, memberships/dues, subscriptions, postage, stipends, honorarium, Bulldog Card refunds, third-party refunds, and other expenses as approved by the Procurement Office. ***This form is not required for excluded expenses.***

Complete and submit this form to the Procurement Office at procurement@bowiestate.edu. Attach all supporting documentation including but not limited to invoices, quotes, emails, etc. ***Note if the request is urgent!***

REQUESTOR INFORMATION			
Last Name, First Name:			
Department/Division:		Title:	
Email:		Phone:	
VENDOR INFOMRATION			
Vendor Name:			
Contact Person:			
Address 1:		EIN: *(if known)*	
Address 2: (Ste, Fl., etc.)		Email:	
City:		State:		Zip Code:	
INVOICE DETAILS			
Invoice No:		Invoice Date:	
Total Amount:		Due Date:	
Description of Goods/Services:			
JUSTIFICATION			
Provide an explanation for obtaining goods or services without a purchase order, reason for the invoice(s) should be paid by the University, and steps you intend to take to prevent procurement policy violations in the future.			
____________________ ____________________ ____________________			

Dept Head/Supervisor: ______________________________ Date: ______________

Area Vice President: ______________________________ Date: ______________

PROCUREMENT OFFICE USE ONLY

Approved: Yes ☐ No ☐

Comments (if any): ______________________________

Reviewed by: ______________________________ Date: ______________