Late Invoices on SPCC/Gold Card REQUIRE DOA Approval

Invoices must be paid within 30 calendar days after the receipt of the goods or services, whichever is later, or the due date specified in the vendor’s contract. Cardholders are prohibited from using the SPCC or Gold card to pay a vendor invoice that is past due unless they receive prior approval from DOA.

In the rare event that a Cardholder is faced with a late payment situation, follow these steps:

- Send an email to the Program Administrator, Monique SanPietro, with the following information prior to making the payment:
  - Vendor Name:
  - Invoice Number:
  - Invoice Date:
  - Due Date:
  - Invoice Amount:
  - Reason for late payment:
  - Last 4 Digits of SPCC:
    *(the information will be forwarded to DOA)*

- Payment should not be made until after an approval email is received
- If Approved – make the payment and attach a copy of the approval; If Denied – payment will need to be made to the vendor by check

Questions? Call (540) 654-1057 or (540) 654-1084