

STATE OF ALABAMA  
Department of Finance  
Comptroller's Office

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**AGENCY CLAIM FOR PRIOR YEAR PAYMENT**

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Per Act 2023-500, the State Comptroller, with the approval of the State Finance Director, may approve a request for payment that an agency failed to process in a prior fiscal year if the State Comptroller finds that the vendor is entitled to the funds.

Once this document has been signed by all parties, it must be attached to the applicable payment document in STAARS. The payment request for this claim should be entered on the "B" document codes in STAARS, i.e. GAXB1, GAXTB1, ITAB1, etc. The PRC document will be used if the invoice references an open prior year purchase order. The Document Description field on the Header tab of the payment document must reference "Act 2023-500" for processing.

1. Agency Number: \_\_\_\_\_ Agency Name: \_\_\_\_\_
2. Enter the Name, Remit Address and STAARS Vendor ID of the Vendor:

Name: \_\_\_\_\_ STAARS Vendor ID: \_\_\_\_\_

Street Address or PO Box: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

3. Facts of the Claim:
- A. Date account was due to be paid according to payment terms (MM/DD/YY): \_\_\_\_\_
  - B. Last date of service was provided or goods were delivered (MM/DD/YY): \_\_\_\_\_
  - C. State what caused the delay in submitting the invoice for payment: \_\_\_\_\_

4. Invoice Details:
- A. Invoice Number: \_\_\_\_\_ B. Invoice Date (MM/DD/YY): \_\_\_\_\_
  - C. Total of Invoice to be paid: \_\_\_\_\_
  - D. Summary of goods or services purchased: \_\_\_\_\_

5. Was a procurement document originally used to procure the goods or service?    No            Yes
- If yes, please provide the procurement document type and ID number:
- Reference related Commodity Line #:                      Accounting Line #:                      Amount Remaining on PO: \_\_\_\_\_

6. Has a claim been filed with the Board of Adjustments?    No            Yes            Claim #: \_\_\_\_\_

Agency Director or CFO Signature

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For Comptroller Use Only:

State Comptroller Signature

State Finance Director Signature