

STATE OF ALABAMA
Department of Finance
Comptroller's Office

www.comptroller.alabama.gov

AGENCY CLAIM FOR PRIOR YEAR PAYMENT

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 the Agency Director or CFO, it must be attached to the applicable payment document in STAARS. The payment request for this claim should be entered on the "PYP" document codes in STAARS, i.e. GAXPYP1, GAXTPYP1, ITAPYP, etc. The PRC document (PRCPYP) 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. Enter the Name of Department or Agency making this claim:

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 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 the reason the invoice was not paid by due date: _____

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. _____

6. Has a claim been filed with the Board of Adjustments? No ☐ Yes ☐ Claim # _____

Agency Director or CFO Signature