Justification For Non-Compliance With Management Memo (MM) 08-08

Complete this form for each meeting-related invoice not paid on the American Express (Amex) Meeting Planners Account (MPA). Attach the original form(s) to the original invoice(s) and submit to the State Controller's Office for payment.

TO: **STATE CONTROLLER'S OFFICE**

TODAY'S DATE: _____

FROM: _____
DEPARTMENT NAME

_____
CONTACT NAME

_____
PHONE, AND EMAIL ADDRESS

_____
MEETING NAME/TITLE

SUBJECT: Justification for using a payment method other than the Amex MPA for meeting space rental and other meeting-related expenses as outlined in MM 08-08.

RE: _____
VENDOR NAME

_____
ADDRESS, CITY, STATE, AND ZIP

_____
PHONE, AND EMAIL ADDRESS

_____ **$** _____
DATE OF SERVICE ***TOTAL CHARGES***

- ☐ **Vendor does not accept credit cards for payment.**
- ☐ **Vendor does not accept the Amex MPA as a form of payment.**
- ☐ **This Department does not have an Amex MPA.**
- ☐ **This Department is in the process of setting up an Amex MPA.**

I hereby certify that the information listed above is true and correct.

_____ _____
PROGRAM MANAGER OR ACCOUNTING SUPERVISOR *DATE*

_____ _____
PLEASE PRINT NAME PHONE NUMBER