

**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). Fax both the completed form(s) and invoice(s) to the California Meeting Management Program at (916) 376-3999. Attach the original form(s) to the 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*

	\$	
<i>DATE OF SERVICE</i>		<i>TOTAL CHARGES</i>

- 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*