## **Late Invoice Payment Exception Form**

| Invoice Number          |   |
|-------------------------|---|
|                         |   |
| Invoice Date            |   |
|                         |   |
|                         |   |
| Vendor Name             |   |
|                         |   |
| Invoice Amount          |   |
|                         |   |
| Original Dua Data       |   |
| Original Due Date       |   |
|                         |   |
| Actual Payment Date     |   |
|                         |   |
| Reason for Late Payment |   |
|                         |   |
|                         |   |
| Requested By            |   |
| Troquestica By          |   |
|                         |   |
| Department              |   |
|                         |   |
| Manager Approval        |   |
|                         | • |