REVISED 3/23/2023

pennsylvania
OFFICE OF THE BUDGET

QSBC Late Payment Form

Please complete all fields in the Supplier section and email form to RA-OBQSBCINQUIRIES@pa.gov. For best results, the form should be downloaded and opened in the desktop application. **DO NOT USE Fill & Sign functionality** in Adobe as it will lock the form and make it unusable. Please complete a form for each invoice.

To Be Completed by Supplier:

Do you qualify as a QSBC per the Pennsylvania Code? Yes or No Yes

Applicant Name

Applicant Contact Information

Email Address

Phone Number

Supplier Name

Supplier Mailing Address

Street Address

City State Zip Code

Supplier Number

Invoice Number

Invoice Date

Invoice Amount

Purchase Order (PO) or Contract number

To Be Completed by PA Office of the Budget: Date

Invoice Received

Posting Date

Required Payment Date

Payment Date

Days Late

Approved or Denied, Explanation Approved

Annual Interest Rate % Daily Interest Rate %

Invoice Amount

Interest Due $ 0.00

SAP Document Number for Interest Payment

Date

Bureau of Payable Services Staff Authorization