



**ACCOUNTS PAYABLE DEPARTMENT
Procurement & Business Services**

February, 2022

PAYMENT OF LATE FEES / PENALTY CHARGES

To Whom It May Concern:

Georgia Institute of Technology **cannot** pay finance charges or other fees associated with late payment of invoices. This policy stems from an opinion of the Attorney General that late payment charges are in the nature of penalty/gratuity, which the State is constitutionally prohibited from paying.

Accordingly, late fees have been determined to violate the prohibition against gratuities by the State (Ga. Const. Art. VII, Sec. IV, Par. VIII; Ga. Const. Art. III. Sec. VI, Par. VI; 1980 Op. Att'y Gen. 80-67; Op. Att'y Gen. 74-115).

We regret that the payment on your invoice was late and will attempt to process all future payments within the established payment terms. To expedite the processing of your invoice in the future, please ensure that a valid Georgia Tech PO Number(PO-XXXXXXX)is referenced on every invoice. Invoices are to be sent directly to Accounts Payable in a PDF format to apinvoices@gatech.edu.

For additional information, Please contact us by visiting Supplier Portal or <https://gatech.service-now.com/guest>