

## Example of Lapse Period Waiver Request Letter

### State Agency Letterhead

#### Date

Office of Fiscal Management, Director  
Department of Finance and Administration  
501 North West Street  
Woolfolk Building – Annex, 2<sup>nd</sup> Floor  
Jackson, MS 39201

Dear:

In accordance with Section 7-7-27, Mississippi Code Ann. (1972), the Agency Name requests a waiver of certification that goods have been received related to Purchase Order(s) provide PO number to Vendor Name for (description of goods) in the amount of Dollar Amount. A copy of the Purchase Order should be attached to the MAGIC document.

State the specific reason(s) why the vendor will not be able to provide the goods or services by August 31<sup>st</sup>. The vendor has stated that the goods or services will be received or completed on provide the specific date. A copy of the vendor's letter is attached.

Please see the lapse waiver process that applies to the kind of PO (commodity or asset, partial payment or no partial payment) for which you are requesting a lapse waiver. The type of PO you will be using may require additional information to be submitted.

We understand that BFC will hold the warrant(s) issued until the goods/services have been received or completed. At that time, the warrant(s) will be released to us to pay the vendor. We further acknowledge that if the goods are not received on or before October 31<sup>st</sup> of the current year, the warrant(s) will be voided, and the payment must be made by issuing a new warrant from budget year Current Budget Year.

If you have any questions or need any documentation, please contact Name & Phone # & Email Address.

Sincerely,

XXXXXXXXXX  
(Signature)