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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

OCT 25'22 PM 3:44 RCVD

Bureau of Mechanical Services
October 12, 2022

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His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Transportation (DOT) to pay a **retroactive** invoice totaling $3,371.57 to Citgo Petroleum Corporation (Vendor # 177819) in Houston, TX, for hydraulic oil delivered March 26, 2020, effective upon Governor and Council approval. 100% Highway Funds.

Funds are available as follows:	FY 2023
04-96-96-960515-3005	
Mechanical Services Bureau	
020-500235-001 Vehicle Maintenance	$3,371.57

EXPLANATION

Retroactive payment is requested due to vendor error and subsequent delays in invoice resubmittal. The invoice was initially sent to the Department of Safety (DoS). DoS returned the invoice to the vendor in January 2022 informing them that they had billed the incorrect entity. In May 2022, the vendor contacted DOT for guidance on the invoice. DOT requested that the vendor issue an invoice with DOT as the payer. The new invoice was received at DOT in July 2022. The original billing error and delays in resubmittal caused the invoice reimbursement to occur in the following fiscal year. Additionally, as this invoice is greater than $1,000 and the vendor is not a statewide contracted vendor, a requisition/purchase order was required. This did not occur. Staff have been advised in this regard to avoid this issue in the future.

Your approval of this request to pay the above retroactive invoice is respectfully requested.

Sincerely,

Victoria F. Sheehan

Victoria F. Sheehan
Commissioner

Attachment

177819 R003

CITGO Petroleum Corporation

Invoice No. 966772782
Invoice Date 05/06/2022

Debit Memo

Remit to: PLEASE SEND FUNDS VIA ACH TO:
JPMorgan Chase, 270 Park Ave.,New York, NY 10017
CREDIT: CITGO A/R 2008 Funding Co.
A/C# 719211127, ABA#021000021

Invoice currency: USD
Payment terms: ACH Net 30 Days

STATE OF NEW HAMPSHIRE
PO BOX 483
CONCORD NH 03302-0483

For questions on this invoice, call **800-554-4075, Option 2** to speak with your Customer Service Manager.

8002164 4/30/2020

Customer Information

Ship to: 207093
NH DOT MECHANICAL SVC
33 SMOKEY BEAR BLVD
CONCORD NH 03301

Sold to: 213375
STATE OF NEW HAMPSHIRE
25 CAPITOL ST
CONCORD NH 03301

Payer: 277277
STATE OF NEW HAMPSHIRE
PO Box 456
CONCORD NH 03302

Sales Rep: 204 Richard Alger
Credit Rep: 80

Shipping Information

Bill of Lading	
Ship Date	* 03/26/2020 *
Terms	FOB Origin
Contract	
Carrier	
PO#/Rel.#	NATE /
Reference #	0600750311
Delivery	1072110
Order	703585138
Marketing Program Bus Date	05/2022

Item	Description of Material or Service	Quantity	Unit Price	Unit of Measure	Amount
0010	633607001001 HYDURANCE AW FLD 32 55G	495.000	6.7500	GL	3,341.25
	OIL DISP. FEE & CLEANUP - NH	495.000	0.061250	GL	30.32
				Invoice Amount	**3,371.57**

Notes:
This invoice is due on 06/05/2022.

The Products were sold and/or exported from the United States in accordance with U.S. export regulations and are subject to U.S. export controls. Re-export, diversion, transshipment, or use contrary to U.S. law is prohibited.

Delivery Ticket #: DLV# 1072110 DELIVERED DATE: 03/26/2020 USER: WEB_UPD
DELIVERED TO:

30051020
WAREHOUSE INVENTORY 500235-1

Tara L Merrifield