

ATTACHMENT B

**Written Directive - Renewal Contract:**  
**Advance Payment**

The (state agency) requests the (NFP) to continue providing services in accordance with contract # (C\_\_\_\_\_) on (date). It is the intention of the (state agency) to execute a renewal contract with the (NFP) and submit such renewal contract to the Attorney General and the State Comptroller for approval as soon as possible after issuing this written directive.

This directive permits the (NFP) to receive an advance payment on the renewal contract. The advance is (\$\_\_\_\_\_) covering the period (from - to dates). The advance payment will offset future payments under the prospective renewal contract.

Receipt of an advance payment forecloses the (NFP) from receiving interest during the period covered by the advance payment. If the renewal contract is fully executed after the period covered by this advance payment and subsequent payments are due, an interest obligation may be due on behalf of the state agency, pursuant to the Prompt Contracting Law. The (state agency) is responsible for determining the amount of interest due and initiating interest payments by submitting vouchers to the Office of the State Comptroller.

Any payment for services provided pursuant to this directive beyond those specified in contract # (C\_\_\_\_\_) is subject to the availability of an appropriation, the execution of a contract between the (state agency) and the (NFP), and the State Comptroller.

**The undersigned has been authorized to execute written directives on behalf of (state agency). The terms of this written directive are binding on (state agency) and (NFP) may rely on all representations made herein.**

Signature\_\_\_\_\_

Title\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_