

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Purchasing Division

Office of Business and Financial Sciences
212 Tech Plaza, MC-364
616 East Green Street
Champaign, IL 61820-5752



[DATE]

[Vendor name and address]

Re: [Describe Goods and/or Services] provided to the Department of [insert] at the University of Illinois at Urbana on approximately [provide date or range of dates]

Dear [redacted]:

The University of Illinois has received your invoice No. [redacted] in the amount of \$ [redacted] for the above-referenced goods and/or services. Upon review, the University has determined that you furnished these goods and/or services without either a written contract with, or a Purchase Order from, the University. Section 1-25 of the Illinois Procurement Code (30 ILCS 500) states, in relevant part:

No person shall have any right to a specific contract with the State unless the person has a contract that has been signed by an officer or employee of the purchasing agency with appropriate signatory authority.

We have confirmed receipt of the goods and/or services referenced in your invoice and the accuracy of the invoiced amount. Under the circumstances, I am prepared to authorize payment of your invoice provided that you release the University from all potential claims associated with this transaction. Please review the enclosed Release and, if acceptable, have your organization's authorized contract signatory sign the document and return an original to me at the address noted on this letterhead.

Please be advised that, when doing business with the University of Illinois, you must obtain a written contract or purchase order in advance, and failure to do so may result in non-payment for products or services provided. Thank you for your prompt attention to this matter.

Sincerely,

Mary Nielsen
Assistant to the Senior Associate Director
Tech Plaza, Suite 212, MC-364
616 East Green Street
Champaign, IL 61820-5752
(217) 333-1408 * fax (217) 244-7941
mnielsen@uillinois.edu
OBFS Website: www.obfs.uillinois.edu

RELEASE

VENDOR has provided to the University of Illinois, without a written contract or valid purchase order, the goods and/or services referenced on the attached invoice.

For and in consideration of \$ _____, **VENDOR** hereby releases and forever discharges THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, its trustees, officers, employees, representatives, and agents (collectively “the University”) from any and all claims, demands and causes of action of every kind and nature that **VENDOR**, its officers, executors, administrators, agents, representatives, assigns and other persons claiming through it or them, had, have or may have against the University, whether based on federal, state or local law, whether in law or equity, whether known or unknown, whether liquidated or unliquidated, or based on any events or circumstances arising or occurring prior to and including the date of the execution of this Release, including but not limited to any claims for breach of contract, quasi-contract, quantum meruit, an account stated, and claims for interest or finance charges, if any, that could be based on **VENDOR**’s provision of the invoice. **VENDOR** agrees not to make, assert or maintain any charge, claim, demand or cause of action that is released by this instrument.

This Release will be construed and enforced in accordance with the laws of the State of Illinois. **VENDOR** has had an opportunity to consult with legal counsel prior to entering into this Release. Any rule of construction to the effect that ambiguities are resolved against the drafting party shall not apply in interpreting this Release.

VENDOR:

By: _____
Authorized Signatory

Effective Date

Print name and title