**Section 340.300 Administrative Fee**

a) The State Comptroller shall collect the administrative fee from the first warrant issued under a qualifying contract from which collection is technically and administratively feasible.

b) If collection is infeasible from any particular warrant, the administrative fee shall subsequently be collected from the first warrant issued under the qualifying contract for which collection is feasible. Circumstances of infeasibility include:

1) temporary limitations on the State Comptroller's operating capability, including, but not limited to, limitations of system designs, maintenance and upgrades; or

2) the amount payable on the warrant, prior to collection of the administrative fee, is less than $25.

c) If any vendor awarded a qualifying contract determines that the collection of the administrative fee from the first or subsequent warrant issued under that qualifying contract will place an undue hardship on the accounting practices of that vendor, the vendor may petition the State Comptroller, in writing, to be billed separately for the $15 administrative fee.