

INVOICE CONTACT INFORMATION

VENDOR NAME			INVOICE REJECT DATE
INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT	PO/CONTRACT NUMBER

INVOICE REJECTED REASON

PO is not dispatched
 Dispatched PO with incorrect information
 Insufficient fund or funds not encumbered
 Missing Bill of Lading (freight over \$50)
 Missing OFS-6, OHR-1090, OFS-5, etc.
 Unable to confirm goods delivered or services received
 Other _____

COMMENTS

PROGRAM CONTACT INFORMATION

OFFICE NAME	CONTACT NAME	WORK EMAIL	WORK PHONE
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ACCOUNTING CONTACT INFORMATION

CONTACT NAME	WORK TITLE
WORK EMAIL	WORK PHONE

HOW TO RESUBMIT INVOICES	FOR PROGRAM USE ONLY	
The following information must be included before resubmitting the invoice to Program Support Accounting Section (PSAS) for processing: <ul style="list-style-type: none"> • Invoice Reject Notification Form • Invoice to be processed • Approval to pay email or stamp with initial/signature on the invoice • Back up for any rejected reason listed above Email a complete invoice packet to the accounting contact printed on this form.	DATE RESUBMIT	RESOLVED BY
	RESOLUTION	