

INVOICE DISPUTE NOTIFICATION

STD. 209 (REV. 10/2019)

(Mail in a window envelope.)

**VENDOR
ADDRESS**

DATE OF DISPUTE

INVOICE NUMBER

AMOUNT

INVOICE DATE

REFERENCE NUMBER(S)

(fold)

The invoice referenced above is disputed for the following reasons:

- Goods/Services not received
- Duplicate billing
- Noncompliance with contract
- Invoice belongs to another department
- Incorrect billing/amount due
- Damaged goods
- Partial shipment received
- Invoice not properly executed
- Other _____

THIS NOTIFICATION IS A FOLLOWUP TO A PHONE CONVERSATION WITH THE PERSON FROM YOUR COMPANY WHOSE NAME APPEARS BELOW

NAME

DATE OF CONVERSATION

IF YOU HAVE ANY QUESTIONS REGARDING THIS DISPUTE, CONTACT:

NAME

E-MAIL

TELEPHONE NUMBER

(fold)

FOR STATE AGENCY USE ONLY

DATE DISPUTE RESOLVED

INITIAL

RESOLUTION

**RETURN A COPY OF THIS NOTIFICATION WITH THE
CORRECTED INVOICE (IF APPLICABLE)**

(For your convenience, the return address has been
positioned for use in a window envelope.)

**RETURN
TO:**

DISTRIBUTION:

- Vendor — original and one copy
- Purchasing — one copy
- Accounting — one copy
- File — one copy