

**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"> <li>• Invoice Reject Notification Form</li> <li>• Invoice to be processed</li> <li>• Approval to pay email or stamp with initial/signature on the invoice</li> <li>• Back up for any rejected reason listed above</li> </ul> Email a complete invoice packet to the accounting contact printed on this form.	DATE RESUBMIT	RESOLVED BY
	RESOLUTION	