



# West Virginia State Auditor's Office Request for Potential Duplicate Processing

wvOASIS document code and ID: \_\_\_\_\_

(ex. GAX 1600012345)

*Note: Ensure you add a pound sign (#) to the end of your current vendor invoice number to bypass the wvOASIS duplicate invoice number check. For example, if the invoice number flagged as duplicate was 1000, the invoice number entered in the Vendor Invoice Number field is 1000#.*

**I certify I have done research on the Vendor Transaction History page in wvOASIS and this invoice is not a duplicate payment.**

\_\_\_\_\_  
Signature of Agency Administrator or Chief Financial Officer

\_\_\_\_\_  
Date

*\*NOTE: This **must** be the Agency Administrator or Chief Financial Officer's signature.*