



The University of Georgia

Accounts Payable Speed Letter

TO _____

FROM _____

Accounts Payable Department
Business Services Building
The University of Georgia
Athens, Ga.
30602-4214
706-542-2786 706-542-4944(fax)

MESSAGE

Date _____

The attached invoice(s) has either an invalid purchase order number or no purchase order number at all. Therefore, we are unable to process payment. We need you to either send the correct purchase order number or pay by check request.

If the attached invoices have been paid, please indicate how in the reply section below, or e-mail me at vdavis@arches.uga.edu. Please include the vendor name and number when replying by email.

Thank you.

Vendor:

Invoice #:

Date:

Amount: \$

Signature

REPLY

Signature

Date