

SPEED LETTER

TO _____

FROM _____
 Accounts Payable Department
 Business Services Building
 Campus 30602-4214
 706-542-2786

MESSAGE

Date _____

Vendor	Invoice Number	Letter or Invoice Date	Amount	Purchase Order Number

- _____ The attached invoice appears to be an unauthorized purchase. If an order has been issued, please advise this department of the order number. If, however, this is an unauthorized purchase, please submit a Check Request for payment. Please include with the Check Request a formal letter of justification in duplicate giving full details of the unauthorized purchase for the Procurement Office's approval. Also, please indicate that the individual concerned is now aware of the correct purchasing procedure. Payment for this invoice should not be remitted to the vendor from your Petty Cash Fund.
- _____ The attached invoice appears to be for a lease, rental or service agreement for which a current Field Purchase Order has not been issued. If a Field Purchase Order has been issued, please record the number on this invoice and return to the Accounts Payable Department. If a Field Purchase Order has not been issued, please submit a Purchase Request to the Procurement Office. A "Master" Check Request will be prepared and submitted to your department for approval subsequent to the issuance of the Field Purchase Order by the Procurement Office.
- _____ The attached invoice is for merchandise ordered by your department that has not been acknowledged as received. If the merchandise has been received, please forward the receiving report to this department in order that payment may be processed. In the event that you have previously submitted the receiving report, please furnish the Accounts Payable Department with an originally signed copy as the original has not been received.
- _____ The attached invoice is for demurrage charges for cylinders. Please prepare a Check Request and submit to this department for payment.
- _____ The attached has been prepared by this department and approved by your department for payment. This copy is for your reference and file. A charge or credit, as the case may be, should appear on your next month's Status Report.
- _____ The attached Purchase and Check Request has been signed as a Purchase Request whereas it appears that it should have been signed as a Check Request. If it is intended to be a Check Request, please sign in the proper section for a Check Request and return to us for payment.
- _____ The attached Check Request has the incorrect Social Security Number for the name recorded thereon. Please record the correct Social Security Number on the Check Request and return to this department for payment.
- _____ The attached Check Request is not properly supported by an invoice attached thereto. Please secure the Check Request to the proper amount or secure a corrected invoice in the amount indicated on the Check Request.
- _____ The attached Purchase and Check Request is not properly supported by an original invoice. Please secure the original invoice and return with the Check Request to this department for payment. If the original invoice is not available, please have the Vendor submit a Certified copy of the invoice indicating that the invoice has not been paid.
- _____ The attached invoice is for repair services, including material and labor. Please prepare a Check Request and submit to this department for payment.
- _____ Other

Signed

REPLY

Signed

Date