

Texas A&M University - Commerce Notice of Incorrect or Incomplete Invoice Received

In accordance with Texas Government Code, Chapter 2251 (prompt payment law), and related rules issued by the Texas Building and Procurement Commission (formerly the General Services commissions), Texas A&M University established the invoicing standards listed below: The attached (or faxed) invoice does not comply with the standards checked. Please correct the invoice and re-submit it to Texas A&M University-Commerce for payment as soon as possible.

Name of vendor: _____ Invoice Number _____

Date invoice was received: _____ Invoice Amount _____

Date invoice was returned: _____ Document Number _____

Invoices must be mailed, faxed, or e-mailed by the vendor to the address indicated on the university's purchase order, contract, or other university document provided to the vendor. The correct address is:

Invoices must include the following information:

- _____ Vendor's mailing (remit to) address for payment
- _____ Vendor's mailing address for correspondence.
- _____ Vendor's phone number, fax number, and/or e-mail address of representative who can answer questions regarding the invoice.
- _____ University's purchase order, contract or other document number.
- _____ Name and mailing (ship to) address of the university department that received the goods or services, as indicated on the purchase order or contract.
- _____ Vendor's Texas identification number (TIN) issued by the Comptroller of Public Accounts.
- _____ Description of the goods delivered or services rendered, in sufficient detail to identify them as the same goods/services in the purchase order or contract.
- _____ Information identify and supporting a successor organization to the original vendor, if necessary, with sufficient information to make payment to the successor organization.

Invoices may not include the following:

- _____ Payment terms that are different than those specified in the purchase or contract.
- _____ Goods that have not been delivered to the university or services that have not been completed, unless the purchase order, contract, or other university document contains a provision for advanced payment.
- _____ Unit prices or quantities or total price or quantity that exceeds those indicated in the purchase order or contract.
- _____ Charges for goods, services, or shipping that were not included on the purchase order or contract.
- _____ Taxes or fees from which the university is exempt as a non-profit, Texas institution of higher education.
- _____ Charges for late payment interest. Vendors must follow a separate procedure to request payment for interest that is believed to be owed but not paid by the university at the time of a suspected late payment.

Texas A&M University-Commerce requests that the vendor take the action(s) indicated below:

- _____ Submit a revised invoice to the university in accordance with the university's invoicing standards.
- _____ Credit the appropriate university account for items invoiced in error, so that they do not appear on future billing statements. The university will partial pay the invoice, excluding those items that were invoiced in error.
- _____ Issue a credit memo to the university for the amount overcharged. The university will pay the current invoice in full net the credit memo.

Remarks: _____

This request was submitted by the following person at Texas A&M University-Commerce:

Name: _____ Department _____

Phone/Fax: _____