Reset

Oregon State University OSU

Accounts Payable Office

Notice of Invoice Change

Send form directly to the Accounts Payable Office

Banner Document #: _____ Requested Check Date: _____

Vendor Name: _____

_____

_____

Invoice #: _____ Date: _____ OSU P.O. #: _____

We have found it necessary to adjust your invoice as follows.

Amount of Invoice: _____

Adjustment: _____

Amount Payable: _____

Adjustment has been made. Please do not send a credit memo.

Reason for adjustment:

- ☐ Transportation costs deleted, terms were for FOB destination.
- ☐ Prices: ☐ terms, ☐ discounts, ☐ do not agree with quotation/contract.
- ☐ Quantity: ☐ unit price, ☐ extension price, ☐ incorrect.
- ☐ Materials received were incorrect: ☐ defective, ☐ and have been returned.
- ☐ Interest on overdue accounts can only be paid by the state of Oregon when a claim is not paid within 45 days from the date the invoice is received. Late payment charges are limited to 2/3 of 1% per month or 8% per year.
- ☐ Other: _____

Submitted by: _____

Telephone: ____ ____ ____ FAX: ____ ____ ____

****** Remit two copies, with invoice to Payables (one copy sent with payment, one retained with original invoice) ******

Rev 2/05