The attached invoice does not match the referenced purchase order. Please reconcile the invoice and purchase order by completing the following and submitting to University Purchasing for processing.

PO Number: _____

	YES	NO
The indicated invoice item(s) was ordered by the department		
The indicated invoice item(s) was received by the department		
The indicated invoice item(s) was kept by the department		

If no, please indicate any items that were returned to the vendor

Line No _____   Description _____

Line No _____   Description _____

Line No _____   Description _____

Line No _____   Description _____

	YES	NO
The indicated invoice item(s) is a substitute for an item included on the PO		

If yes, please indicate which item on the purchase order is being substituted

Line No _____   Description _____

Line No _____   Description _____

Line No _____   Description _____

ADDITIONAL COMMENTS:

Requestor: _____   **Date:** _____

The invoice will be paid if no response is received within ten working days.