Notice of Incorrect or Incomplete Invoice Received by the University of Houston

In accordance with Texas Government Code, Chapter 2251 (prompt payment law), and related rules issued by the Texas Comptroller’s Office, the University of Houston 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 the University of Houston for payment as soon as possible.

Name of vendor:__________________________  Invoice number:______________

Date invoice was received:_________________  Invoice amount:______________

Date invoice was returned:_________________  UH 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 email 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 federal employer identification (FEI) number issued by the Internal Revenue Service, Texas identification number (TIN) issued by the Comptroller of Public Accounts, or 10-digit vendor ID number issued by UH System.

____ 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 identifying 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 order 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 quantities that exceed 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 state of 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.

The University of Houston 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 and apply the credit to the next vendor payment.

Remarks: 

This request was submitted by the following person at the University of Houston:

Name: ___________________________  Department: ___________________________
Phone/Fax: ______________________  College/Division: _______________________
10/05/09