UNIVERSITY of HOUSTON

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 invoice indicated below does not meet the required standards. 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:_____

☐ The invoice needs to be re-submitted with the following information:

- ☐ Vendor's remit to address
- ☐ Vendor's contact/representative information for correspondence
- ☐ University's Purchase Order or other document number
- ☐ Name and mailing (ship to) address of the University department that received the goods/services
- ☐ 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.
- ☐ Other (see the comment below)

☐ The invoice included the following incorrect information. The revised invoice needs to be submitted.

- ☐ 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 are not valid items ordered or agreed to by the University.
- ☐ Taxes or fees from which the university is exempt as a state of Texas institution of higher education.
- ☐ Charges for late payment interest. Late payment interest calculations will be made in accordance with the Texas Government Code.

This is a detailed statement of the amount of the invoice which is disputed.

This form was completed by:

College/Division:_____ Department:_____

Name:_____ Phone:_____ Email:_____

11/09/2024