INVOICE DISPUTE NOTIFICATION

STD. 209 (REV. 7/2006)

	(Mail in a window envelope.)		DATE OF DISPUTE INVOICE NUMBER	
			AMOUNT	
VENDOR ADDRESS			INVOICE DATE	
			REFERENCE NUMBER(S)	
(fold)				
The invoice	e referenced above is disputed for the following	reasons:		
Goods/Services not received Duplicate b		illing		
Noncompliance with contract Invoice be		ongs to another department		
Incorrect billing/amount due Damaged		goods		
Partial shipment received Invoice not			properly executed	
Other				
	ICATION IS A FOLLOWUP TO A PHONE CONVERSAT EARS BELOW	ION WITH THE PE	RSON FROM YOUR COMPANY	WHOSE
NAME			DATE OF CONVERSATION	
IF YOU HAV	E ANY QUESTIONS REGARDING THIS DISPUTE, CON	TACT:		
NAME				
E-MAIL			TELEPHONE NUMBER	
/£=14\				
(fold)			FOR STATE AGENCY	
			DATE DISPUTE RESOLVED	INITIAL
			RESOLUTION	I
RETURN A COPY OF THIS NOTIFICATION WITH THE CORRECTED INVOICE (IF APPLICABLE)				
	(For your convenience, the return address ha positioned for use in a window envelope			
RETURN TO:			DISTRIBUTION:	
10.			Vendor — origin Purchasing — one c Accounting — one c	