

PURCHASE ORDER OVERAGE FORM

This notice is to inform you that the attached invoice is over the purchase order. Please sign for the overage if you accept the charge and send back to accounting. If the overage is unacceptable please call the vendor, then call accounts payable immediately and let them know the status of the invoice.

Department:

Vendor Name:

Account #:

Purchase Order Number:

Purchase Order Amount:

Invoice Amount:

Overage Amount:

Signature of approval: _____

Date:

Accountants Signature: _____

If you would like to keep the attached copies of invoice(s) and Purchase Order for your records, please do so, as we have the original invoices.

PLEASE SIGN AND RETURN TO FINANCE ASAP!

Please make sure you send back the ORIGINAL Overage to Finance.

Prepared By:

Date:

