

INVOICE DISCREPANCIES
(Vehicle Repairs or Credit Card Purchases)

RETURN TO
GENERAL SERVICES ADMINISTRATION

TO	INVOICE NUMBER(S)
	VEHICLE TAG NO.

Please take appropriate action on listed invoice(s) (as indicated below).
 Check appropriate action to be taken on invoice(s) under the applicable service category.

VEHICLE REPAIRS	CREDIT CARD PURCHASES
<input type="checkbox"/> Sign original and duplicate invoices acknowledging receipt of repairs and service. <input type="checkbox"/> Please furnish labor time for each item and labor hourly rate. <input type="checkbox"/> Odometer reading was not entered on the invoice. <input type="checkbox"/> Please verify quantity, unit price and/or extension. <input type="checkbox"/> Submit original invoice and one copy. The attached duplicate copy of the invoice was not completed as required by Vehicle Operator's Manual. Please enter the appropriate information on the invoice, have it signed and returned as indicated above. <input type="checkbox"/> Other <i>(Specify in remarks)</i>	<input type="checkbox"/> Gasoline or supplies were purchased at non-contract service station. A complete list of authorized service stations are found in the booklet "Your Guide to Service Stations for Gasoline, Oil and Lubrication" located in each vehicle packet. <input type="checkbox"/> Service station delivery receipts were incomplete and all figures were not properly itemized or extended. <input type="checkbox"/> Odometer reading was not entered on the service station delivery receipt. <input type="checkbox"/> Other <i>(Specify in remarks)</i> Please emphasize that all vehicle operators follow the instructions outlined in each vehicle packet for proper use of the U.S. Government National Credit Card and services obtained on a charged basis. These procedures were developed to ensure prompt payment of vendor invoices. Please take appropriate action on listed invoices and return by _____ <i>(Reference attached)</i>
REMARKS	

If you need further assistance please call your Fleet Management Center. Thank you for your cooperation.

SIGNATURE	TITLE	DATE
	MANAGER, INTERAGENCY FLEET MANAGEMENT CENTER	

GENERAL SERVICES ADMINISTRATION