

Invoice Approval for Contract/Purchase Order or Training Requisition

U.S. Department of Housing and Urban Development Office of the Chief Financial Officer

Exempt from OMB approval requirements
under 5 CFR 1320.3(c). HUD use only HUD does
not collect information from the public

Complete this form for all invoices requiring approval (invoice amount greater than or equal to \$2500) or related to a contract

Part A	To (OCFO Fort Worth Accounting Center FWAC)	Date (mm/dd/yyyy)
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Attention (Accounting POC)

From (GTR/Approving Official, AO)

Phone Number

Part B	1. Invoice Number	2. Date Invoice Received (optional)	3. Check here for Discount	4. Contract Number, P.O. Number or Training Requisition Number
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5. Funding Information 5a(*) Document Number (11 chars.)	5b(*) Line Numbers (3 chars)
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6.**Date Goods/Services Delivered (mm/dd/yyyy)	7.** Date Goods/Services Accepted (mm/dd/yyyy)	8. Amount Approved for Payment \$	9. Date Vendor Notified of Disputed Invoice (mm/dd/yyyy)
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10. Check the Appropriate Box

Approved for Payment

Disapproved for Payment / Disputed Invoice: Notify the vendor within 7 calendar days of the date invoice was received (see block 2). Send a copy of this transmittal to FWAC. Send the disputed invoice, for contracts/purchase orders, and a copy of this transmittal, to your contract specialist in the Office of Procurement and Contracts (OPC). In the case of a disputed invoice for training, hold the invoice and the transmittal in the HUD Training Academy for resolution or return the package to FWAC. Explain the problem with the disputed invoice:

*If the invoice is being paid from more than one (1) obligation/task order or more than one (1) line then complete and attach the invoice summary sheet - (HUD 27045 Support)

**These fields must be completed or the form will be returned

Signature of GTR / Approving Official

Check Appropriate Box, if applicable

- Partial Payment
 Final Payment

Name of GTR / Approving Official (type or print)

Date of Signature (mm/dd/yyyy)

Phone Number

Part C to be completed by the Contract Specialist Action to be taken with disputed invoice (check one)

1. Pay invoice as is.
2. Do not pay. Vendor will submit a revised invoice.
3. Do not pay. Reason:
4. Pay invoice as modified below:
Amount \$

Remarks

Signature of Contract Specialist

Date of Signature (mm/dd/yyyy)

Phone Number

Notify approving official of resolution as indicated above. Return approved invoices and completed transmittals to FWAC.

