Clear Form

The University of Georgia

Accounts Payable

# Purchase Request Return Letter

To: _____ Date: _____

From: Accounts Payable Department
Purchase Request Section (706-542-6970)

Reference: _____

**Please return this memorandum with your request.**

1. An account number has been omitted/is incorrect.
2. The purchase request is not signed or approved.
3. For object coding and encumbrance purposes, the items on the attached list need to be priced and/or a full description must be included.
4. A UGA Computer Equipment, Software or Services (CESS) Request Form is required. Form may be located at http://www.uga.edu/ucns/edp or call UCNS (706-542-6820).
5. Item(s) should be an interdepartmental charge.
6. Can only encumber in U.S. funds.
7. Returned as requested by department.
8. Please specify which fiscal year to be charged.
9. Attached listing is missing.
10. ✔ A letter of justification for purchase is required.
11. ✔ For approval signature.
12. ✔ Other

Remarks:

Should you have any questions, please feel free to contact the office.

Travel & Encumbrance Section
Accounts Payable Section
Business Services Building
30602-4218 706-542-2786 706-542-6767 (fax)