



UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
ACCOUNTS PAYABLE
INVOICE CORRECTION NOTICE

Vendor Name: _____

Date of this Notice: _____ UCOP Purchase Order #: _____

Vendor Invoice #: _____ Vendor Invoice Date: _____

PRICE CORRECTION

Contract Price \$ _____

Vendor Price Quoted \$ _____

Vendor Price List \$ _____

QUANTITY DEDUCTION

Damaged goods being returned _____

Overshipment item being returned _____

Incorrect item being returned _____

Billed for _____ Received _____ (Shortage) _____

Other (Must be pre-arranged with the vendor) _____

Multiple horizontal lines for additional notes or details.

Returned Goods Memo Attached

Approved for \$ _____

Authorizing Signature

Telephone Number