

**Invoice Approval for  
Contract/Purchase Order  
Headquarters Offices**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner

**Part A.**

Attention: <b>To:</b> (Approving Official/GTR)	Room Number	<b>From:</b> (Transmitting Office)	Phone Number
	Date		Room Number

**Part B.** (To be completed by CMIS )

1. Invoice No.	2. Date Invoice Received	3. Due to CMIS	4. Tax ID No.
5. Contract No., P.O. Number	6. Voucher No.	7. Schedule No.	8. Payment No.

**Part C.** (To be Completed by Approving Official /GTR)

**Instructions.** Return all approved invoices, with a copy of this transmittal to the Cash Management and Investment staff within 5 calendar days (3 calendar days for Rush Discount) or \_\_\_\_\_ days of the date of this transmittal. Any money penalties incurred due to processing delays are chargeable to your organization. In the case of disputed invoices, see Part D.

9. Date Goods/Services Delivered	10. Date Goods/Services Accepted	11. Amount Approved for Payment \$
12. Account Symbol (Appropriation) (86X_____).		13. ABA Number (9 digits)
4070 \$ _____	4077 \$ _____	14. Bank Account Number
4072 \$ _____	4587 \$ _____	
0200 \$ _____	00183 \$ _____	

15. Check the appropriate box:

Approved for payment  
 Disapproved for payment/Disputed Invoice:  
 Subject to Prompt Pay: Yes  No

16. Check method of payment.

Check     ACH     Same Day Payment  
 If Check, include address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Approving Official

Check the appropriate box  partial payment  
 final payment

Name of GTR/ Approving Official (print)	Phone Number	Date
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**Part D.** (To be completed by the Contract Specialist)

Action to be taken with disputed invoice (check one)

Pay invoice as is  
 Do not pay. Vendor will submit a revised invoice

Do not pay. Reason: \_\_\_\_\_  
 Pay invoice as modified below:  
 Amount \$ \_\_\_\_\_

Remarks:

Signature of Contract Specialist	Phone Number (include area code)	Date
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X

**Notify approving official of resolution. Return approved invoices/completed transmittals to CMIS Room P3100**