

**Fairfield County Auditor Finance Office
Return Form**

Department: _____

The Finance Office is returning the attached item for the following reason(s):

_____ The appropriations in the named account are insufficient to cover the purchase order.

_____ The account number is invalid or incorrect.

_____ The vendor number does not match the vendor name or there is no such vendor number.

_____ Copies to be returned to the vendor and/or to be kept in the voucher package are not included.

_____ Payment is not being made from an original invoice.

_____ The purchase was made prior to receiving a purchase order. A Then and Now Certificate/ Resolution is required for payment.

_____ The "Fixed Asset" form was not enclosed in the voucher packet.

_____ An IRS Form W-9 is required to establish a new vendor or to change a vendor address.

_____ Other: _____

Please contact the Auditor's Finance Office if you have questions.

**Finance Office
Deputy Auditor:** _____

Date: _____

Phone extension: _____
