Vendor Monthly Outstanding (O/S) Invoice Report

Submitted Month: _____, 20_____
(prior month + 1 month)

Vendor Name:_____

Submitted by:_____Date:_____

FAXed no later than the 10th of the month
Attn: Accounting
Intructions:
1. Complete the information under <u>Oishi's</u> and <u>Vendor</u> columns.
2. Submit by that the **10th of the month.**
3. List only outstanding (not paid) invoices sent to OPM for the **prior month + 1 month.**
  Example: *If submitting on Apr 10th; O/S invoices would be for Feb*
     (prior month = Mar +1 month = Feb)
4. **There should not be any O/S invoices prior to the month submitted.**
5. Do NOT resend invoices; if needed OPM will request.
6. Report to be done monthly; if none, write none and submit.
7. OPM will resereach and FAX this report back by the **20th of the month.**
8. **OPM will not be liable for O/S invoices older than 6 months.**

#	OISHI'S PPTY MGT (OPM)			VENDOR			OPM
	Property Code	Work Order #	WO Date	Invoiced Date	Invoice #	$ Amount	Research Disposition
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

OPM faxed by to Vendor By: _____Date:_____(20th of month)