**Sample Letter to Charter School Concerning Incorrect or Insufficient Invoice**

May 1, 2018

XYZ Charter School

1000 XYZ Street

Anywhere, PA 19100

Attention: [Charter School Correspondent Name]

 Re: Incorrect or Insufficient Invoice

Dear Ladies and Gentlemen:

We received your invoice dated \_\_\_\_\_\_\_\_\_\_\_\_\_. Unfortunately, we cannot pay the invoice as presented for the following reason.

* [The invoice was not submitted in time for processing and payment by the 5th day of the following month. We will process and pay the invoice as soon as possible.]
* [The invoice does not include documentation as required per PDE BEC 24 P.S. § 17-1701-A. Specifically, the following was omitted:

…………………………………………………………………………….

…………………………………………………………………………….

We enclose payment for amounts that were properly documented. When proper documentation is submitted, we will thereafter pay any additional amount owed.]

* [The invoice requests payment of an incorrect amount. The following explains the inaccuracies and our calculation of the correct amount.

…………………………………………………………………………….

…………………………………………………………………………….

We enclose payment of the correct amount.]

If you have any questions or believe our response is in error, please contact the undersigned at your earliest convenience.

Please note we are copying PDE with this response.

 Sincerely,

cc: Benjamin T. Hanft, Chief

Division of Subsidy Data and Administration

Pennsylvania Department of Education

4th Floor, Harristown 2

Harrisburg, PA 17126-0333