

**Underpayments – Overpayments**

The following list contains instances where an underpayment or overpayment may occur. This is **NOT** an all-inclusive list. It is expected that during the payment review additional conditions and actions will be identified that may cause an improper payment.

**Circumstances that could result in over payment:**

Duplicate Invoice – Duplicate payment  
Missing receiving or acceptance documentation - Services not received paid  
Discounts not taken  
Voluntary Price Reductions not taken  
Quantity Discount not taken  
Billing by bogus contractor

**Circumstances that could result in under payments:**

Discounts taken in error  
Missing receiving or acceptance reports – Service Received not paid

**Circumstances that could result in either an over or under payment:**

Drayage Charges  
Handling Charges  
Processing Fees  
Shipping Charges  
Fees  
Taxes