GENERAL SERVICES BILLING
REQUEST FOR CREDIT
DOA-5148 (R07/96)

State Department of Administration
Division of Administrative Services

Agency Name	Date
Agency Mailing Address	DOA Invoice No.
Contact Person Phone ( )	Amount of Credit Requested
Reason for Credit Request	Type of Service
	Service Job No. from Detail Printout
	PFR / Use Code to be Credited

CHECK ONE:

☐ Refund check requested

☐ Disputed amount has been deducted.

See ***NOTE** below

☐ **WISMART Customers Only**
Apply credit on-line via PV transaction.
The account code to be credited is:

Fund	Agency	Org	Sub Org	Appr	Actv	Obj	Sub Obj	Rpt Cat

INSTRUCTIONS: If applicable, please include a copy of the General Services Billing "detail breakdown" page and circle the disputed item(s). If you are requesting credit for STS charges, a copy of the telephone detail must be attached.

This form must be approved by the DOA Program Manager for acceptance.

***NOTE:**
- NO DEDUCTIONS ARE ALLOWED FOR U.W. CONSOLIDATED STORES OR UNEMPLOYMENT COMPENSATION BILLINGS. Credit Requests for these areas must be negotiated directly with the U.W. or DWD.
- Do not calculate and deduct your own credit for STS disconnect failures. The amount of credit will be determined by the STS billing staff.

Mail the completed forms to the appropriate address listed below, retaining the yellow copy for your files.

U.S. MAIL

Department of Administration
Division of Administrative Services
P.O. Box 7869
Madison, WI 53707 - 7869

INTER-D-MAIL

DOA
Administration Bldg.
General Services Billing Section
9th Floor

DEPARTMENT OF ADMINISTRATION USE ONLY

Revenue Code		Program Manager Action
Date Sent to Program Manager	Date Received from Program Manager	☐ APPROVED
Reason for Denial		☐ DENIED By: _____ Telephone: _____

Division of Administrative Services Disposition

☐ Refund Voucher # _____ Date _____ ☐ A / R Adjustment Date _____