

SECTION: Business Affairs/Purchasing
SUBJECT: Purchases Requiring Prepayment

ISSUED BY: Office of Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: July 1996

Purchases requiring prepayment

In rare cases, a vendor may require that an item or service be paid in advance. Such vendors should be used only when absolutely necessary. However, if such a vendor is used complete and submit a Check Request Form (sample form on page 300.7.7.2). If the vendor provides an order form, please include it, properly filled out, with your paperwork to be submitted to Accounts Payable. No Purchase Order is prepared, as the actual requisition or order form is sent to the vendor with the check.

The following steps must be followed for purchases requiring prepayment:

1. Fill out the vendor order form.
2. Attach a completed Check Request Form.
3. Attach any supporting evidence such as advertisements, letters from the vendor, etc.
4. Each Check Request Form requires a departmental approval signature.
5. Forward all copies to the Accounts Payable Department.

Upon approval, the Accounts Payable Office will send the check and appropriate paper work to the vendor on the regular check issuing cycle. In this situation, a Purchase Order will not be used since payment is being requested by check.

A Purchase Requisition must be completed and sent to the Accounts Payable Department **only** if the balance of the purchase remains outstanding. An accurate and complete description of the item(s) required, price, and the exact name and address of the source of supply must be given.