PURCHASE ORDER PREPAYMENT REQUEST FORM (POPP)

INITIATING DEPARTMENT

DATE _____   **REQ #** _____

VENDOR NAME _____

	MARK AN X
PP REQ'D BY WHOM _____	CHECK MAILED _____
PREPAYMENT AMOUNT _____	DELIVER TO CAMPUS _____
PREPAYMENT REASON _____	PICKUP CHECK @ OCS

ACCOUNTS PAYABLE

GL ACCOUNTING CODE # _____   PO #** _____

PREPAYMENT VOUCHER # _____   ZERO INV REC'D FROM CO? _____

*IF > $500, 'CONTROLLER' SIGNATURE REQUIRED

_____
APPROVED/DATE

IF PRE-PAYMENT DENIED, 'CONTROLLER' SIGNATURE

_____
DENIED/DATE

**PO IS NOT ACCEPTED AT THIS POINT.   PO CLEARED BY VO# _____

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The following are procedures for purchase order payments:

1. The request form for a PO Prepayment must be completed (maximum request $500)
*If over $500, please note that this requires the 'Controller' to sign. Get a requisition done
for the purchase.

2. Once the requisition is done, please forward the prepayment form and invoice/order
form to A/P. They will watch for the Req. to become a Purchase Order and the A/P
dept will than do a prepayment voucher. **The PO - <u>DOES NOT</u> get 'accepted' by the
receiver at this point.

3. Once the item(s) is/are received, and if you receive the payment receipt for goods rec'd
(also referred to as a zero invoice) please forward this receipt to the A/P Dept.
 'NOW' the initiating dept will ask the receiver to accept the PO.

**By completing the PO Prepayment Form, I acknowledge that I am aware of
the procedures for PO Prepayments and that I will forward the necessary documentation.**
3/5/2010