

## Quick Guide: Prepayment Notification

Prepayment Notification is a feature that alerts the accounts payable department that a check must be cut and sent on to a vendor/ supplier, prior to receipt of goods and/or services.

Although it is not the policy of the university to prepay for goods and/or service, there are times a vendor/ supplier must be paid in advance, such as magazine subscription, conference registration or a partial deposit payment. Another common prepayment is for events where the check is to be presented by the department directly to the vendor on the day of an event, for example, an honorarium or speaker fee.

To indicate that your order requires prepayment, select "Notify AP-Prepayment" on your requisition to route your PO to Accounts Payable.

Shopping Cart • Shopping Cart ▾


Simple    Advanced


Search for products, suppliers, forms, part number, etc.


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Cart Name    2022-02-23 erinc93 01

Priority    Normal ▾

Leave date blank unless  
next fiscal year order  
(then enter 07/01/2022)       
mm/dd/yyyy

Notify AP-Prepayment     

Prepared for    Erin Griffin 



From your shopping cart, select the check box next to "Notify AP-Prepayment" to mark your requisition as an order that needs to be prepaid.

If you forget to check this box while in the Shopping Cart, you can still edit this field when processing your Requisition. It will be located under the Shipping block.

Requisition • 154621347 ▾

Summary PO Preview Comments Attachments History

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General  ...		Shipping  ...	
Cart Name	2022-02-23 erinc93 01	<b>Ship To</b>	
Priority	Normal	Contact Name Erin Griffin	
Leave date blank unless next fiscal year order (then enter 07/01/2022)	<i>no value</i>	Phone +1 540-231-9028	
Prepared by	Erin Griffin	Email erinc93@vt.edu	
Prepared for	Erin Griffin	Procurement	
Work Order Number	N/A N/A	North End Center Ste 2100	
		300 Turner St NW	
		Blacksburg, VA 24061	
		United States	
		<b>Delivery Options</b>	
		Ship Via	Best Carrier-Special, See Comments
		Send to Supplier?	User Will Deliver Requisitioner must deliver PO to supplier
		Notify AP-Prepayment	<input checked="" type="checkbox"/>

Supporting documentation will need to be attached to the requisition electronically as an Internal Attachment.

### Guidelines for Prepayments

- Cannot be made more than 90 days prior to the date of an event or start of service unless there is a monetary advantage to the University. If greater than 90 days, special permission must be granted by Accounts Payable.
- Maximum allowed for prepayment for goods and services contracts/agreements is 50%
- AP cannot pay from a quote or proforma invoice
- AP must have documentation from the company stating prepayment or deposit is required