



VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
ADVANCE PAYMENT REQUEST

PREPARER: _____ DEPARTMENT: _____

REQUISITION/PO NUMBER: _____ DATE REQ/PO SUBMITTED: _____

VENDOR NAME: _____ PAYMENT AMOUNT: _____

Exceptions to standard payment practices must be fully justified, documented, and pre-approved. The following is a list of questions which will substantiate an advance payment request. It will help expedite processing if thorough and sufficient details are provided to clearly answer each of these questions. Please use additional sheets and attach all additional information to this form if necessary.

- 1. Briefly, what is the aim of the project in which this product or service will be used.
2. Why is an advance payment being requested? Please explain in detail any cost savings and/or other benefits the University will realize if payment is made in advance.
3. What is the amount of risk associated with making this payment in advance?
4. Will the vendor allow for equal payments over the term of the agreement?
5. Why is the vendor offering this deal?
6. Do other universities have the ability to access the contract/agreement?
7. Do other universities have the option to receive the same pricing/deal?

Authorized Departmental Signature Date

Controller's Office Signature Date