

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 prior to receipt of goods and/or services purchased on a PO.

Although it is not a best practice of the university to prepay for goods and/or service, there are times a vendor must be paid in advance, such as a partial deposit payment for equipment that must be manufactured.

Prepayments for things such as memberships or honorariums where the check is to be presented by the department directly to the vendor on the day of the event can be submitted on the Payment Request forms. See the [Payment Request Forms User Guide](#) for more information.

To indicate that your order requires prepayment, select **Notify AP-Prepayment**. Additionally, you must also check off the incremental payments field. All prepayments should be paid using cost receipts.

Shopping Cart • Shopping Cart

The screenshot shows a shopping cart interface with the following fields and options:

- Cart Name: Yearly office supply order
- Internal Note: (empty)
- Note to all Suppliers: (empty)
- Priority: Normal
- Leave date: (empty)
- Send to Supplier: HokieMart Will Deliver
- Will this PO require incremental payments (i.e. cost receiving)?
- 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 section.

Requisition • 154621347 ▾

Summary PO Preview Comments Attachments History

General  ...

Cart Name 2022-02-23 erinc93 01

Priority Normal

Leave date blank unless next fiscal year order (then enter 07/01/2022) *no value*

Prepared by Erin Griffin

Prepared for Erin Griffin

Work Order Number N/A
N/A

Shipping  ...

Ship To

Contact Name Erin Griffin
Phone +1 540-231-9028
Email erinc93@vt.edu
Procurement
North End Center Ste 2100
300 Turner St NW
Blacksburg, VA 24061
United States

Delivery Options

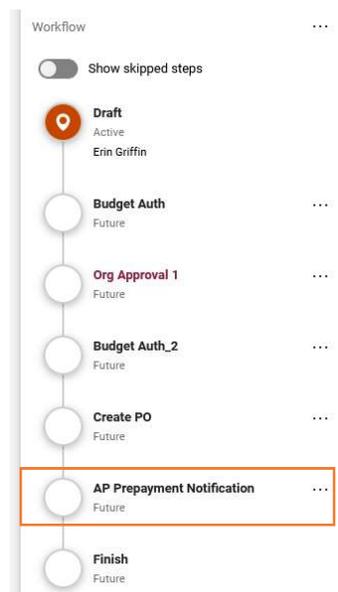
Ship Via Best Carrier-Special, See Comments

Send to Supplier? User Will Deliver
Requisitioner must deliver PO to supplier

Notify AP-Prepayment

Supporting documentation stating the prepayment terms from the vendor will need to be attached to the requisition electronically as an Internal Attachment.

A workflow step will appear on your requisition to notify Accounts Payable to make a prepayment. Receiving should be completed as soon as the PO is issued in order to initiate payment.



A workflow step will appear on your requisition to notify Accounts Payable to make a prepayment. Receiving should be completed as soon as the PO is issued in order to initiate payment.

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%. If additional prepayment is needed, please contact **Accounts Payable**.
- AP cannot pay from a quote or proforma invoice.
- AP must have documentation from the company stating prepayment or deposit is required.