

Purchases Requiring Prepayment

A requisition must be submitted to the Purchasing Department for prepayment of any order. Price support documentation must accompany the requisition of the exact price to be paid. Items typically requiring prepayments are: brochures, entry fees, memberships and subscriptions.

In every case, THE REQUISITIONER MUST SIGN THE REQUISITION'S RECEIVING REPORT page to authorize prepayment of budget unit funds. Otherwise, the requisition will be delayed until the written authorization is obtained.