

Prepayment Authorization Form

PURPOSE: This form is to be completed in the limited instances when payment is required prior to the delivery of the good or service as required in the purchase order contract per **UPPS No. 05.02.02**

INSTRUCTIONS: Department shall provide supporting documentation with this request, including but not limited to purchase requisitions, quotes, proposals, or other supporting materials. The use of appropriated funds is not allowed when requesting prepayment. Please complete the required fields below and email the completed form to purchasing@txstate.edu. Once signed by the Director of Procurement, it will be returned to your department. Prepayment forms for the purchase of goods/services must be attached to the requisition. Contract-related prepayment forms must be included in your contract request.

Department:		Supplier SAP Vendor Number:	
Contact Name:		Supplier Name:	
NetID:	Contract Related Payment:	Y	N

Payment Details:

Description of goods/services:	
Justification for Prepayment:	
Total amount of procurement (not to exceed):	
Prepayment Amount OR Prepayment Schedule if applicable:	

Signatures:

Requestor Approval:		
Name:	Signature:	Date:
Account Manager Approval:		
Name:	Signature:	Date:
P&SS Director Approval:		
Name: Dan Alden	Signature:	Date:

By signing this document, the Requestor, Account Manager, and Director acknowledge and accept the responsibility of risk that there will be no recourse for recovery of the funds should the supplier fail to fulfill the procurement and/or contract.

