



Prepayment authorization — for unusual or extenuating circumstances

Date: _____

Document number: _____

Cost center plus program, gift, grant or project worktag: _____

Supplier: _____

Has the supplier been informed of ASU's policy [PUR 220](#) regarding prepayment restrictions?

Yes

No

If the supplier has been informed of the policy not to prepay, have there been negotiations for progress payments to be made as services or product deliveries are made to ASU instead of only one lump sum prepayment?

Yes

No

If the answer to both questions above is yes, and prepayment is necessary, complete the rest of the form regarding the unusual and extenuating circumstances requiring the prepayment.

Description — include the prepayment dollar amount

Prepayment reason

Is the purchase a sole source?

Yes

No

If the answer to the question above is yes, [attach the Justification for Sole Source Purchase form](#). Prepayment can then be made upon approval from Purchasing and Business and Financial Services.



Requester, dean or director and buyer signatures

Requester signature	Printed name	Title	Date
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Dean or director signature	Printed name	Title	Date
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Buyer signature	Printed name	Title	Date
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Approval signatures

Purchasing — assistant director or above	Date
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Financial Services — assistant director, Accounting Services or associate director and above	Date
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For Financial Services approval, [email the Prepayment Authorization form to Jaclyn Lau](#).