



**Prepayment Authorization
for unusual or extenuating circumstances**

Date: _____

Document number: _____

Cost Center + Program, Gift, Grant or Project worktag: _____

Supplier: _____

Is the department aware if the supplier has been informed of ASU's policy PUR 220: Prepayment of Purchase Orders and Contracts – on 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 and/or product deliveries are made to ASU instead of only one lump sum prepayment?

Yes No

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

Description | Include prepayment dollar amount.

Prepayment reason

Is the purchase a sole source? Yes No

If yes, attach the Justification for Sole Source Purchase form. Prepayment can then be made upon approval by Purchasing.

Requester signature Print name Title Date

Dean or Director signature Print name Title Date

Buyer signature Print name Title Date

Approval section

Purchasing | Assistant Director or above Date

Financial Services | Assistant Director – Accounting Services – or Associate Director or above Date

Financial Services approval is not needed if purchase is sole source. For Financial Services approval, please email the form to Jaclyn.Lau@asu.edu.