The following are procedures for purchase order payments:

1. The request form for a PO Prepayment must be completed (maximum request $500)
   *If over $500, please note that this requires the 'Controller' to sign. Get a requisition done for the purchase.

2. Once the requisition is done, please forward the prepayment form and invoice/order form to A/P. They will watch for the Req. to become a Purchase Order and the A/P dept will then do a prepayment voucher. **The PO - DOES NOT get 'accepted' by the receiver at this point.

3. Once the item(s) is/are received, and if you receive the payment receipt for goods rec'd (also referred to as a zero invoice) please forward this receipt to the A/P Dept. 'NOW' the initiating dept will ask the receiver to accept the PO.

By completing the PO Prepayment Form, I acknowledge that I am aware of the procedures for PO Prepayments and that I will forward the necessary documentation.
3/5/2010