

# SOUTHEASTERN UNIVERSITY

## GENERAL ADMINISTRATIVE POLICY

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**TITLE:** Pre-pay Purchase Requisition Policy

**POLICY NUMBER:**

**EFFECTIVE DATE:** March 26, 2002

**REVISION DATE:** August 22, 2008

**ACCREDITATION STANDARDS:**

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**POLICY:**

The University has the option to create pre-pay purchase requisitions and process checks before an invoice is received and recorded.

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**PURPOSE:**

To allow flexibility for paying vendors who do not submit receipts.

To allow flexibility for obtaining advances for business related expenses.

To allow flexibility for vendors who need advance funds to start a project.

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**SCOPE:**

All department heads

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**DEFINITIONS:**

Pre-pay purchase requisition - a requisition with the term "pre-pay" in the description.

The Accounts Payable Clerk will print a check without supporting documentation.

However, supporting documentation is required within a reasonable period of time after the check is issued.

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**FORMS AND APPLICABLE DOCUMENTS:**

Purchase Requisition Procedure

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**PROCEDURES:**

Prepay requisitions are issued for:

1. Paying individuals who are not employees, and who do not provide invoices (e.g. guest speakers).
2. Obtaining travel advances (receipts must be turned in to the Business Office Administrative Assistant within a reasonable period of time after the trip for auditing).

In all other prepay cases, supporting documents must be submitted to Accounts Payable before a check is written. For example, when an order is from an on-line vendor, simply print the page from the web site and submit it to Accounts Payable along with the pink copy of the P.O.

If the payee is an employee who is receiving money for a stipend or work performed for the University, then the information must be submitted to Payroll instead of using a P.O. The request must be on a payroll status form.

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**APPROVAL:**

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**DISTRIBUTION:**

**AUTHOR:** Controller