



Office for Finance

MEMORANDUM

DATE: ____/____/____

TO: Office for Finance/Accounts Payable

FROM (print): _____

SIGNATURE:
(Budget Authority) _____

SUBJECT: AUTHORIZATION TO PREPAY VENDOR

Please prepay Purchase Order (PO) # _____ issued to vendor/series
provider _____ to amount of \$ _____.

Instantaneous (s) for this PO should be approved and forwarded to
the Accounts Payable Department upon receipt of the merchandise or service.

Reason for Prepaying