

# **USF Controller's Office**

## **Accounts Payable – Advance Payments**

### **Philosophy:**

In accordance with effective internal control procedures and established accounting processes, as well as University regulations these guidelines are offered regarding accounts payable procedures.

### **Procedure:**

Generally, payment terms are spelled out in the contract and purchase order. In rare cases where there is business need to make an advance payment prior to receipt of goods and services, which is not specified in the contract or purchase order, additional approvals are required from the Accountable Officer (AO) or AO designee and the Director of Purchasing Services or designee.

Upon receipt of the prepayment invoice, the AO or AO designee is responsible for reviewing for accuracy and appropriate business purpose, and documenting their approval.

After obtaining AO approval, contact the Purchasing Agent for the commodity or service, detailing the reason for the advance payment request. After reviewing your request, the Purchasing Agent will then determine the necessity for the advance payment and subsequently obtain the appropriate approval. Purchasing Services will update payment terms as needed.

No advance payments will be made until the necessary approvals are obtained.

### **Resources:**

For more information, contact the AP Helpdesk at [aphelp@usf.edu](mailto:aphelp@usf.edu).