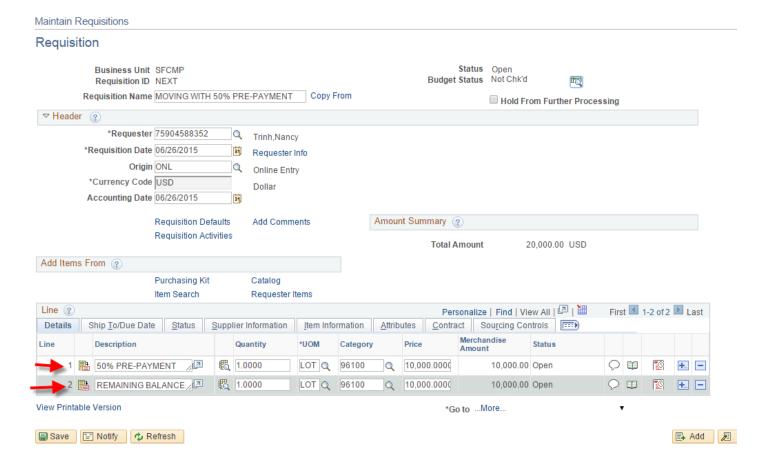


How to Create Partial Pre-Payments

- 1. You'll need to create a requisition with 2 lines.
 - a. Line 1: your pre-payment amount (1)
 - b. Line 2: remaining balance to your project (2)



- 2. Department attaches an authorized, signed Direct Pay Request (DPR) form for the pre-payment to the requisition.
- 3. Procurement converts requisition and dispatches the Purchase Order (PO); the DPR form carries through as an attachment to the PO.
- 4. Procurement alerts Accounts Payable that the PO requires a pre-payment.
- 5. Accounts Payable uses the direct pay form attached to the PO to process the pre-payment. Original signature document is not required for the pre-payment.