SAN FRANCISCO STATE UNIVERSITY

PROCUREMENT & SUPPORT SERVICES
1600 Holloway Avenue, Corp. Yd 140
San Francisco, CA 94132

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.