

OLD DOMINION UNIVERSITY

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ACCOUNTS PAYABLE PROCEDURE MANUAL

Title: Processing Prepayments

Procedure: 6 -813

I. PROCEDURE:

Payments may be processed to prepay for the purchase of goods or services

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	Types of Prepayments Required	Supporting Documentation
1	Advertising Expenses	Invoice or agreement Tear sheet or copy of advertisement
2	Computer Hardware and Software Maintenance Contracts	Invoice or contract service agreement
3	Convention and Educational Services (workshops, training seminars, and conference registration)	Registration form Copy of Pre-Approval Request, if applicable
4	Hotel or Motel Deposits	Copy of hotel reservation or hotel documentation that includes the applicable hotel rate Copy of Pre-Approval Request, if applicable List of participants names, titles and UIN (University Identification Number), if applicable
5	Insurance Premiums	Invoice
6	Licensing Agreements	Invoice or licensing agreement
7	Organization Memberships	Invoice or Membership Application If a PA01 is processed, then approval is required from the AVP or Dean/Director if one level below the VP
8	Publication Subscriptions	Invoice or Subscription Application
9	Real Property and Equipment Rentals (rental of buildings for events)	Invoice or rental agreement Copy of business meal form, if applicable for the event
10	Travel via Public Carriers	Invoice or service agreement List of participants names, titles and UIN (University Identification Number), if applicable

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Records Retention:

Original prepayment documentation should be maintained in the Accounts Payable agency file for three years.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.