Prepayments

Lincoln University requests that departments select vendors who accepts purchase orders. However, if the vendor does not accept purchase orders and requires a prepayment, Purchasing must be notified and formal verification will be made. If it is verified that the vendor does not accept purchase orders, the following steps must be followed:

- Submit a Request for Check Form to Accounts Payable along with an estimate of the total costs.
- Pick up the check up from the Cashiers.
- Take a copy of Lincoln University's <u>tax-exempt letter</u> to a vendor when making the purchase. The tax-exempt letter is available at Accounts Payable, the Cashiers, and the Controller's Office.

NOTE: Failure to use the tax-exempt letter could result in state sales tax being charged on the purchase. This is **NOT** reimbursable by the university so the requester would be responsible for any sales taxes paid.

- If there is any unused cash remaining from your purchase, return funds to the Cashiers <u>within</u> one working day. The Cashiers will provide you with a cashiers receipt.
- Within <u>one week</u> from receipt of check, submit the original vendor receipts along with the cashiers receipt of unused cash from the Cashiers (if applicable) <u>directly</u> to the Accounts Payable Supervisor in Young Hall: Room 205.

NOTE: Do **NOT** leave these receipts with the cashier or place them in Accounts Payable's inbox.