Chapter 26

Procedures for Advance Payment

26.0 Procedures for Advance Payment

Within departmental delegated authority, advance payments may be requested for the procurement of the following:

- books
- subscriptions
- publications (magazines, pamphlets, reprints, periodicals and software updates)
- membership dues
- accreditation fees
- advertisements in newspapers, magazines, journals, radio and television
- any non-host seminar or non-host conference registration fees.

Requests for advance payments must be created in eVA as X02 purchase order category with supporting documentation attached to the PR or sent directly to Accounts Payable. Supporting documentation for an Advance Payment includes invoice, contract or agreement, and date payment must be made.

All advance payment requests should be coordinated with the Department of Procurement and Contracts and Accounts Payable.