



UNC CHARLOTTE

PURCHASING DEPARTMENT

2.9 Pre-Payments

An official University Purchase Order or other recognized document must precede the procurement and receipt of goods and services. Proper planning of the needs for goods and services is the key to adhering to this policy.

It is recognized, however, that instances do occur where pre-payment is necessary due to the circumstances surrounding the requirement. The Purchasing Office tries to establish Net 30 credit accounts with our suppliers, but some vendors require payment prior to shipping goods or rendering services. There are also situations such as event registrations and subscription services that require up-front payment by the University. In these specific instances, exceptions may be made to this policy with the prior approval of the Purchasing Office.

The Pre-Payment Authorization form must be completed and attached to the 49er Mart request so that the Purchasing Office can review and take the appropriate action. Any pre-payment requires adequate documentation of the requirement for advance payment and must also be provided with the request; i.e., pro forma invoice, order form stating requirement for advance payment, letter from the vendor, etc.

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