

OLD DOMINION UNIVERSITY

OLD DOMINION UNIVERSITY
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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