

Title:		Contents:	P-2000
PRE-PAYMENTS TO VENDORS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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Policy

Prepayments made in advance of delivery to the County should only be authorized when it cannot be avoided and requires Purchasing Agent approval.

Procedure

Any prepayment that is not normal and customary requires the approval of the Purchasing Agent.

The Purchasing Agent will consult with the department and obtain their concurrence that prepayment is appropriate and cannot be avoided.

On large prepayments, the Purchasing Agent will check the financial history of the vendor through Dun and Bradstreet.

Purchase order should contain the notation "PREPAYMENT IS AUTHORIZED" along with relevant amounts, terms and conditions.

The vendor shall submit an invoice to the department before prepayment can be made.

Orders that customarily require prepayments are excluded from the above. Examples include:

- Annual equipment maintenance contracts
- Memberships
- Post office box rentals
- Annual Software maintenance
- Subscriptions

