



UNIVERSITY OF
SOUTH CAROLINA
AIKEN

REQUEST FOR ADVANCE PAYMENT

TO: Cam Reagin, Vice Chancellor for Finance & Administration

RE: Advance Payment Request

FROM: _____, (Dept Head or Dean)

Department Name: _____

Purchase Order #: _____

Buyer: _____

Payment Request # _____

**Purchase Orders must have a separate line item for the entire Advance Payment Amount.

Supplier: _____

Amount: \$ _____

I am aware that it is not a University policy to Issue payments in advance of delivery of goods or services. In this Instance, all other avenues for making payment have been researched (I.e. use of Visa Purchasing card, Purchase Order, presentation of the check at the time of event, etc.), and advance payment Is the only available option.

I understand that in making an advance payment, the University may not be protected In the event that the goods are not received or the services are not rendered. My department is willing to meet the financial commitment and hereby request approval for this advance payment.

Approvals for advance payment:

Department Head or Dean Signature Date

Procurement Official Signature Date

Vice Chancellor for Finance & Administration Date

Instructions to departments: Submit executed Advance Payment Request form along with supplier invoice to: invoices@usca.edu.

Returned to Department on: _____