

The American University of Kurdistan
Advance Payment to Vendors Policy and Procedures

CONTENT

I. INTRODUCTION

Authority

Purpose

c. Scope

II. ROLES AND RESPONSIBILITIES

III. DEFINITION

a) Advance Payment:
Purchase Order:

Prepayment:

IV. POLICY STATEMENT

Advance Payment to Vendors Form (APVF)

Purpose:			
Organizational Unit Contact Information			
Vendor Information			
Procurement Information			
Advance Payment Information			
Certification and Approval			
Requester Name	Unit/College head name	Unit/College head Signature	Date
Finance Director		Signature	Date
VPAF (advance payments \$1,000)		Signature	Date
President (advance payments \$5,000)		Signature	Date