

04.207 Prepayments

Except for those instances where prepayment is specifically authorized by statutes, payment shall be made from state appropriated accounts only after authorized personnel have certified that the goods and services for which payment is being made have been received. Texas statutes authorize prepayment to Federal, Texas and agencies of other states for merchandise purchased from such agencies when the advance payment will expedite delivery of the merchandise. Prepayment for merchandise from designated and restricted funds may be authorized prior to issuance of the purchase order, by the System Controller or the Controller's designated representative with the understanding that departmental or college (school) gift funds will be used to supplant expenditures for unreceived and non-conforming goods and services. Contact the University Purchasing Services Division for assistance if prepayment is required.