SF | SANTA FE COLLEGE
Office for Finance

MEMORANDUM

DATE: _____/_____/_____

TO: Office for Finance/Accounts Payable

FROM (print): _____

SIGNATURE:
(Budget Authority) _____

SUBJECT: <u>AUTHORIZATION TO PREPAY VENDOR</u>

Please prepay our Purchase Order (PO) # _____ issued to the vendor/service

provider _____ the amount of $_____.

I understand that the invoice(s) for this PO still needs to be approved and forwarded to

the Accounts Payable Department upon receipt of the merchandise or service.

Reason for Prepaying (Required): _____

_____

_____

_____

_____

_____

_____   _____

Approval signature - Office for Finance   Date
(Required for processing)