

Payments in advance (PIA's)

- A payment in advance is a payment to the vendor before the service is performed or the commodity is received.
- Examples of PIA's are: services, hotel deposits, catering services, and payments to Guest Lecturers. (See requirement for paying a Guest Lecturer/honorarium)
- Payments in advance must be requested through Procurement Services. The request for a payment in advance must be noted on the requisition. Please contact Procurement Services for any questions regarding PIA's.
- Upon issuing a payment in advance, a disbursement voucher will be issued to the vendor. The vendor must sign the disbursement voucher and return it Accounts Payable. The disbursement voucher is issued in lieu of an invoice.
- All PIA's must be **received** in Accounts Payable before 2:00 p.m. the day before the request date. Any PIA's received in Accounts Payable **after** 2:00 p.m. will not be processed until the following day regardless of the request date. This will delay issuing the check for 1 business day.
- PIA's that were requested to be picked up will be available after 2:00 p.m. on the request date at the Student Financial Services Center in Lassen Hall.