

Pre-Payment/Deposit Process

The new process is as follows:

- Prepayments/deposits **cannot** be processed on Quick Orders.
- Departments are to create a requisition for Regular Purchase Order in RIAS.
- The requisition must be prepared and include the following:
 - Line #1 – Must be for the amount of the deposit. Provide a description and date of the service and the amount of deposit.
 - Lines #2 – If a second deposit is required follow Line #1 above. If no other deposit is required, provide a description and date of the service and the amount of the balance due.

ORACLE iProcurement

Shopping Cart

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Suppli
1	Description and Date of Services/Goods Deposit Due		Each	1	500 USD	500.00	ABC Af
2	Description and Date of Services/Goods Balance Due		Each	1	1500 USD	1500.00	ABC Af
Total						2000.00	

CHECK HERE FOR QUICK ORDERS (\$5000 limit) AND CHECK REQUESTS ONLY. DO NOT check this box if using an RU Exchange Supplier or if ent
 TIP Purchase Order number will be assigned after completing checkout.

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- In order to approve the requisition, University Procurement Services requires that supporting documentation (quote /contract/pro-forma invoice) be attached.
- Once the Purchase Order has been approved, departments are to complete the new Prepayment/Deposit form which is available in the RIAS Forms Repository.
- The completed form, accompanied by the invoice and supporting documentation, must be forwarded to Accounts Payable, 65 Davidson Road, Room 309, Piscataway NJ 08854 Or emailed to invoices@rci.rutgers.edu.
- Normal invoice approval policies remain in effect for requests over \$5,000.00. All supporting documentation including an original signature (and/or online receiving via RIAS) on the form must be received by Accounts Payable in order to process the request.

If you have any questions, contact Anne Jones-Remeta in Accounts Payable at 732-445-2717 or email invoices@rci.rutgers.edu.