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.

- 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.