

## Request for Company Prepayment

Name of Requestor: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Requisition # Associated with Procurement: \_\_\_\_\_

Name of Company to be paid: \_\_\_\_\_

Prepayment Amount: \_\_\_\_\_

Award #/Type of Award (Federal/Non-Federal): \_\_\_\_\_

Please provide a justification which includes the Specific Details regarding prepayment (i.e.: 50% down 50% final) and why we are required to purchase through the Vendor :

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What companies were contacted besides the selected company that may offer the same products or services?

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Any additional comments/details?

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COMMITTEE REVIEW AND DISPOSITION:

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