

PREPAYMENT CERTIFICATION

Purchase Order # _____

Requisition # _____

This order requires prepayment. I certify that I will notify the Business and Purchasing office if delivery of the merchandise is not received within thirty (30) days from today. I also acknowledge that my account will be debited for the prepayment and that there is a risk on non-delivery.

I further certify that I will bring all of the receipts to the Accounts Payable Department within three (3) working days.

Account Manager Signature

Date

This certification must be returned to the Purchasing Office with the requisition before the order will be processed.