**Advance Payment Request**

*Advance payment requests must be approved by the CBO or the CBO’s delegate before issuing a PO or contract. Please see policy* [*FI0510*](https://policy.tennessee.edu/fiscal_policy/fi0510/) *for more information.*

**Amount of advance payment:** Click or tap here to enter text.

**Total purchase price:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Reason for advance payment**: Click or tap here to enter text.

**Describe attempts to negotiate advance payment terms:** Click or tap here to enter text.

**Payment terms:** Click or tap here to enter text.

**Vendor Name:** Click or tap here to enter text.

**Vendor Number:** Click or tap here to enter text.

**Vendor:** Domestic [ ]  Foreign [ ]

**Has UT done business with this vendor before?** Yes [ ]  No [ ]

**Describe how long the company has been in business:** Click or tap here to enter text.

**Procurement Type:** Bid [ ]  Sole Source [ ]

**If bid, was advance payment addressed in the bid?** Click or tap here to enter text.

**Contract** [ ]  **Purchase Order** [ ]