



PR \_\_\_\_\_

or

PO \_\_\_\_\_

**Deposit/Partial Payment**

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Please use this form to request a deposit or other payment type for an event, equipment, or invoice. This service accommodates situations where an accelerated, one-time payment needs to occur. Place this form on top of all included documents.

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REQUEST DATE: \_\_\_\_\_

AMOUNT OF PAYMENT: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ (FIRST AND LAST NAME)

PHONE #: \_\_\_\_\_ TUB #: \_\_\_\_\_

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**GUIDELINES FOR COMPLETING THIS FORM**

- 1. Place this form on top of all included documents.**
2. Please attach any documentation needed to process payment such as: an invoice, contract (for deposits only), or agreement.
3. Clearly indicate the amount to be paid in the space provided above (especially if this is a partial payment.)
4. You **must** enter the PR or PO number in the upper right corner of this form. Forms with Requisition numbers will be returned to the preparer.
5. Attach this completed form to your invoice submission via email to: AP\_Invoices@harvard.edu
6. This form gets priority processing when it is received by AP. (AP has up to 72 hours to process)
7. Do NOT attempt to edit this form. This form must be submitted in its original format.
8. This form cannot be used for check pickup.
9. One form per invoice.
10. Detailed instructions can be found at <http://oc.finance.harvard.edu/deposit-pre-payment-enclosure-and-special-mailing-form>