# CONTRACT PAYMENT PRE-AUTHORIZATION CONTRACT #\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** Pre-authorization of contract payments is allowable for contracts that have recurring budget/project coding(s). For prompt processing, the invoices should be mailed by the vendor directly to the Contract Desk in Accounts Payable rather than to the department.

Departments are responsible for ensuring that any pre-assigned coding is valid throughout the term of the contract. If coding becomes invalid (i.e., sponsored projects) during the contract period, the department must update the invalid coding in a timely manner by submitting a new form. Please note the term dates next to the assigned budget/project(s) below.

All of the pertinent information (i.e., payment period, invoice number, etc) contained on an invoice can be found in PAPR.

PLEASE FILL IN ALL THE INFORMATION BELOW.

|  |  |
| --- | --- |
| Vendor | Dept Contact(s) |
| Contract Description | Dept Phone # |
| Dept E-mail |
| Contract Period |  |

To pre-authorize payment of invoices on the contract referenced above, please enter the budget/project, amount or percentage, and appropriate signatures.

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| BDGT/PROJ (term date) | AMT/PERCNT | APPROVED BY |
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| TOTAL |  |  |

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| --- |
| COMMENTS |

For information concerning pre-authorization of contracts, please contact Contract Desk in Accounts Payable at 335-2020 or judy.davis@wsu.edu Additional contact: Jessica Johnson, 335-2033 jhjohnson@wsu.edu.

**PLEASE RETAIN A COPY OF THIS PRE-AUTHORIZATION FOR DEPARTMENTAL FILE**

preauthformfeb2015.docx

REV. 02/18/2015