



OLD DOMINION UNIVERSITY

Procurement Services

4401 Powhatan Avenue, Norfolk, VA 23529 • Phone: 757/683-3105 • Fax: 757/683-5108 • www.odu.edu/procurement

PREPAYMENT EXCEPTION REQUEST FORM Cost Benefit Analysis

The Commonwealth Accounting Policies and Procedures (CAPP) Manual published by the Department of Accounts (DOA) provides authoritative guidance on the application of accounting policies, procedures, and systems pursuant to Section 2.2-803 of the Code of Virginia.

CAPP Topic [20310](#), *Expenditures*, provides guidance on *advance payments* allowed for expenditures normally prepaid as a standard industry practice **or where such prepayments are considered cost-beneficial to the Commonwealth**. The University must retain documentation to substantiate the decision to make advance payments.

If requesting a prepayment for a good/service not listed in CAPP Topic 20310 (pages 13 and 14) or for a period greater than one year, please complete the below for prepayment approval consideration. If approved, this form shall be attached to the eVA requisition and resulting PO issued for goods/services referenced below.

Vendor Name: _____

Prepayment Term Dates (ex: 07/01/2024 – 06/30/2026): _____

Brief Description of good, service, subscription: _____

Annual Cost for One Year Agreement	Discounted Annual Cost per Year for Multi-Year Payment	Number of Prepaid Terms Requested (Months or Years)	Savings (\$) Resulting from Multi-Year Payment (Cost of Discounted Annual Cost compared with Individual Annual Costs if paid Yearly)
\$	\$		\$

Campus Dept Requester Name: _____

Campus Dept Requester Email: _____

Submit this form and supporting Vendor quotations to procurement@odu.edu.

FOR PROCUREMENT SERVICES USE ONLY			
Do Not Complete Below this Line			
Approved:		Denied:	
PS Staff:		Date:	
Notes:			