



January 15, 2013

MEMORANDUM

TO: Chancellors and Systemwide Administrators

FROM: Howard Todo *Howard Todo*
Vice President for Budget and Finance and
Chief Financial Officer

SUBJECT: ADVANCE PAYMENTS

Pursuant to Section A8.275(h) of the University's Administrative Procedures, as revised effective November 2012, fiscal administrators are now required to secure the prior written approval of the Chancellor for purposes of making an advance payment for contracts or purchase orders within departmental purchasing authority or of the Vice President for Budget and Finance for an advance payment for contracts or purchase orders exceeding departmental purchasing authority, with the exception of advance payments for certain types of purchases enumerated therein.

Effective immediately, prior written approval of the Chancellor or Vice President for Budget and Finance will not be required for advance payments for the following additional exceptions:

- Organizational membership, accreditation, and related fees;
- Cellular telephone fees;
- Security alarm fees;
- Rental and related fees for the lease of outside space or facilities;
- Postage meter fees;
- Equipment lease and maintenance fees;
- Cable services fees;
- Internet connectivity fees; and
- Costs associated with the publication of articles in scholarly journals.

In addition, Chancellors may henceforth delegate the authority to approve advance payments to their respective Vice Chancellors for Administration. However, no further delegation of such authority is permitted.

Section A8.275 of the Administrative Procedures will be revised in the near future to reflect the changes set forth above.