Prepayment and Foreign Purchase Authorization Form

Purchasing considers any amount of prepayment for a purchase order or purchase from a foreign country to have some inherent risks**. These risks include but are not limited to: Not receiving prepaid items, breach of warranty, increased cost of return shipping for warranty claims, unenforceability of contract provisions given supplier's government and/or geographical distance between University and supplier.** So as not to jeopardize the opportunity for you to acquire these items, Purchasing will cautiously proceed with this purchase order. However, Purchasing must take a "support" position only, and responsibility for any financial loss shall be borne by your department.

Should the worst-case scenario occur, Purchasing will reasonably assist to try and recoup or reduce Penn State's loss where possible.

Before completing this form, please be sure that the general ledger and cost object allows for prepayment.

PREPAYMENT: Is prepayment required for this requisition? If Yes, please complete this section.
Payment Terms of Quote: _____
_____
Amount of Prepayment: _____
Does the general ledger and cost object for this purchase allow for prepayment? _____

FOREIGN PURCHASE: Are these item(s) being procured from a foreign country? If Yes, please complete this section.
Foreign Country: _____
**If purchasing from China, please be aware that there is a possible 25% Tariff.

In order for us to proceed with your purchase, please have the correct part of this form completed as it relates to your purchase and have the signatures completed below.

I, _____ (FO, print name), understand the risks involved in this purchase, and have verified that the unit is willing to accept the responsibility.

_____ _____
(Financial Officer's Signature) Date

If required by Department:

_____	_____	_____
(Budget Administrator, print name)	(Budget Admin's signature)	(Date)
_____	_____	_____
(Department Head, print name)	(Dept Head's signature)	(Date)

Please attach this document to your requisition when placing your order.