

Partial Payment Procedures

When requesting that a partial payment be paid on a purchase order, the following steps should be followed

- Make a note on the receiving copy of the amount to be paid
- If available attach a copy of the packing slip
- Indicate if the PO should remain open (if orders are backordered and will be shipped at a later time) or PO should be closed (Items discontinued or order modified)
- Scan all backup to accounts payable.