

☐ **Enclosure**
☐ **Special Mailing**
☐ **Deposit/Partial Payment**

PR _____
or
PO _____

Please use this form to request a deposit or other payment type for an event, equipment, or invoice. This service accommodates situations where an accelerated, one-time payment needs to occur. It is also to be used to request an enclosure with a payment or a special mailing (e.g. including addressed FedEx envelope). If it is a deposit with an enclosure please check both boxes. Place this form on top of all included documents.

REQUEST DATE: _____

AMOUNT OF PAYMENT: _____

PREPARED BY: _____ (FIRST AND LAST NAME)

PHONE #: _____ TUB #: _____

FOR SPECIAL MAILING CHOOSE TYPE

☐ FEDEX ☐ VENDOR ☐ DEPARTMENT/INTER-OFFICE MAIL (ADD ADDRESS BELOW)

GUIDELINES FOR COMPLETING THIS FORM

- 1. Place this form on top of all included documents.**
- Please attach any documentation needed to process payment such as: an invoice, contract (for deposits only), or agreement. For Enclosure, please be sure to attach all necessary documentation, to be sent with a check. For FedEx, attach envelope with address label.
- Clearly indicate the amount to be paid in the space provided above (especially if this is a partial payment.)
- You **must** enter the PR or PO number in the upper right corner of this form. Forms with Requisition numbers will be returned to the preparer.
- Send this completed form to Accounts Payable: 1033 Massachusetts Avenue 2nd Floor, Cambridge, MA, 02138
- This form gets priority processing when it is received by AP.
- Do NOT attempt to edit this form. This form must be submitted in its original format.
- This form cannot be used for check pickup.
- One form per invoice.
- Detailed instructions can be found at <http://oc.finance.harvard.edu/deposit-pre-payment-enclosure-and-special-mailing-form>