



DEPOSIT / PRE-PAYMENT FORM

INSTRUCTIONS:

1. Complete this form to request a deposit or pre-payment on a Purchase Order (PO) in B2P
2. Attach this form to your invoice, send it to **AP_Invoices@harvard.edu** for processing
3. Deposit/pre-payment amount must be clearly indicated below, especially if amount differs from the attached documentation
4. One form per invoice

PURCHASE ORDER (PO) #:

INVOICE DATE:

DEPOSIT/PRE-PAYMENT AMOUNT:

FORM PREPARED BY:

Visit the [B2P FAQ page](#) for further resources

Questions: AP_CustomerService@harvard.edu