

- Enclosure
 Special Mailing
 Deposit/Partial Payment

Req _____

PR _____

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.**
2. 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.
3. Clearly indicate the amount to be paid in the space provided above (especially if this is a partial payment.)
4. 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.
5. Send this completed form to Accounts Payable: 1033 Massachusetts Avenue 2nd Floor, Cambridge, MA, 02138
6. This form gets priority processing when it is received by AP.
7. Do NOT attempt to edit this form. This form must be submitted in its original format.
8. This form cannot be used for check pickup.
9. One form per invoice.
10. Detailed instructions can be found at <http://oc.finance.harvard.edu/deposit-pre-payment-enclosure-and-special-mailing-form>