# Vocational Rehabilitation Services Manual D-200: Purchasing Goods and Services

Revised April 1, 2019

## D-213: Other Types of Payments and Purchases

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### D-213-2: Advance Payments

Advance payment or prepayment occurs when payment for a customer service is issued before the service is delivered. Payment usually is not made until a service is received.

Customer services for which advance payment may be authorized include:

* customer maintenance;
* customer transportation (such as airfare, train tickets, and bus tickets);
* weekly or monthly bus passes;
* child care; and
* tuition.

When advance payment is authorized, payment authorization must be delegated in accordance with RHW procedures.

#### Advance Payment Table

The table below lists the only circumstances under which an advance payment may be issued. Advance payments may be received and authorized anytime from the "pay as early as" date to the actual completion date of the service. The date entered in the receipt acknowledgment field in RHW is the receive date. Use the billing statement as the invoice for receiving and paying.

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| **Advanced Pay Situations** | **Pay as early as** |
| Maintenance | Seven days before the start date |
| Transportation | Seven days before the start date |
| Academic and vocational training and training-related services (when provided by an accredited college or university over a semester or quarter) | Time of enrollment |
| Vocational or technical training (when provided by an accredited training institution) | Time of enrollment |
| \*Room and board to support planned training activities. | 14 days before the start date |
| State board licenses the registration for an exam | 14 days before the start date |

\*For example, if a customer's room and board had a start date of 8/16/2018 and an end date of 12/17/2018, the payment could be received any day between 8/2/2018 and 12/17/2018. If the bill or receipt is entered on 8/7/2018, the receive date entered in RHW is 8/7/2018.

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