

**ADVANCE PAYMENTS AND PROGRESS PAYMENTS** 2672  
(May 2005)

**ADVANCE PAYMENTS** 2672.1  
(May 2005)

The California Constitution, Article XVI, section 3 and section 6, prohibits gifts/donations of public funds. An advance payment or pre-payment is considered a gift of public funds since the State has received no benefit and the subsequent receipt of goods/services cannot be guaranteed.

Consequently, **purchasers** shall not pay for **goods** in advance of goods received

**SUBSCRIPTIONS** 2672.1.1  
(May 2005)

Subscriptions, magazines, periodicals, etc. can be paid upon receipt of an undisputed invoice. **CAL FIRE routinely pays these items through the revolving fund process using the AO-107, Request for Revolving Fund Check.**

**PARTIAL PAYMENTS** 2672.2  
(No. 2 September 2005)

A partial payment is allowed when a portion of goods are received.

Partial payments should continue to be made until all of the items contained within the original order have been received. The last invoice for goods received that completes the order should indicate "final payment". This will in effect complete/close the purchase document.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)