Declaration regarding Prepayment

This declaration must be completed for prepayments related to purchases. The declaration must be attached to the purchase order in DTU Fusion. For foreign suppliers, the declaration and the invoice must be sent to the Accounts Payable.

[insert items]

[insert amount excl. VAT in the currency to be prepaid]

At

[insert Supplier]

By signing this declaration, I confirm that the following conditions have been met:

1. There is no alternative supplier, as the product is unique and necessary for the specific research project (no substitute products)
2. The supplier has been made aware of our general terms and conditions of purchase
3. The supplier has been made aware of our credit rating (AA)
4. The supplier has declined payment by credit card (as an alternative to a proforma invoice) if credit cards can be used in the relevant purchasing situation (purchases under DKK 30,000), cf. Rules and Procedures for the use of DTU credit card
5. The supplier refuses to accept a balanced payment plan
6. For prepayments exceeding DKK 100,000, the supplier must issue a bank guarantee on demand. Requires involvement of Group Procurement
7. I have read the guidelines for prepayment

Date and signature

____

Name, position, and unit

Please note, the person signing this declaration must have the authority to make purchases up to the contract amount in question, see the Accounting Instructions, Appendix C.

CVR-nr. DK 30 06 09 46

DTU AØR
Afdelingen for Økonomi og Regnskab

Anker Engelunds Vej 101
Bygning 101
2800 Kongens Lyngby

Tel. 45 25 25 25
Updated June 26 2026

www.dtu.dk