<div align="center">

MISSISSIPPI STATE UNIVERSITY
REQUISITION
FOREIGN CURRENCY (UNENCUMBERED)

</div>

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SUGGESTED VENDOR: SHIPTO:

      VENDOR NUMBER   [key your department ShipTo code]

      VENDOR NAME
      VENDOR REMITTANCE ADDRESS
      VENDOR CITY, STATE ZIP

[Note: select the correct vendor remit address; often not the default address]

[If vendor is not in Banner or if address is incorrect, type correct information at end of Item Text and vendor file will be updated.]

DATE: TERMS: PREPAY   FOB: SHIP VIA: BEST WAY

BID BY: BID FILE: STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2 ea	Publication: [Report description] @ EUR 65,00		
1 ea	Publication: [Report description] @ 45,00		
	Shipping @ 8,00		
	Reference Invoice No.: [if available]		
	P&C Note:		
	Hold for order form		

Notes:

Since a Prepay causes a check to be issued, the following information must be provided to

the Purchasing Agent before a purchase order can be issued:

--attachment such as pro-forma invoice or order form

--vendor information and remit address on the attachment must match the Vendor information on requisition

--amount on attachment must match amount on requisition

--vendor information must be from the vendor

--remember that you must key the Banner Invoice for final payment before a check will be issued

                                                                      TOTAL

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
xxxxxx	xxxxxx		xxxxxx			

[use the appropriate account depending on purchase]   CONTACT:

                                                    NAME: [key your name]

                                                  TELEPHONE: [key your phone number]

                                                  DEPARTMENT:

                                                      [key department name]

                                                      [key department address]

                                                      [key mail stop no.]