MISSISSIPPI STATE UNIVERSITY
REQUISITION

REGISTRATION FEE FOR NON-MSU EMPLOYEE

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SUGGESTED VENDOR: SHIPTO:

    VENDOR NUMBER   [key your department ship to code]

    VENDOR NAME
    VENDOR REMIT ADDRESS
    VENDOR CITY, STATE, ZIP

[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
1 ea	Registration fee for [name] to attend [name of conference] to be held on [date of meeting/conference] in [city and state of conference] P&C Note: Non-MSU employee	500.00	500.00

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 invoice, registration 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
--if the conference occurs in the next fiscal year, use account code 405002

                                                     500.00

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT	
xxxxxx	xxxxxx	405160	xxxxxx			500.00	CONTACT: NAME: [key your name]

                                                          TELEPHONE: [key your phone number]

                                                          DEPARTMENT:
                                                           [key department name]
                                                           [key department address]
                                                           [key mail stop no.]