<div align="center">

MISSISSIPPI STATE UNIVERSITY
REQUISITION
REPAIR - PREPAYMENT REQUIRED

</div>

PAGE   of   NO: Automatic

SUGGESTED VENDOR: SHIPTO:

[key your department ship to code]

     VENDOR NUMBER

     VENDOR NAME
     VENDOR REMITTANCE 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: OVERNIGHT
  5-Feb-04   or BEST WAY

BID BY: BID FILE: STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 ea	Repair and maintenance to [description]	632.00	632.00
	Serial No.:		
	MSU Inventory No.:		

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 proforma invoice

-- something in writing from the vendor that prepayment is required

-- 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   632.00

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
xxxxxx	xxxxxx	405690	xxxxxx			632.00

----

         or appropriate repair and maintenance account code   CONTACT:

                                                          NAME: [key your name]

                                                          TELEPHONE: [key your phone number]

                                                          DEPARTMENT:

                                                             [key department name]

                                                             [key department address]

                                                             [key mail stop no.]