SUBSCRIPTION

PAGE   of   NO: Automatic

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
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    1 YR   Subscription to [name of publication]   25.00   25.00
                           for the period July 1, 200X through June 30, 200X
                           for [name of person to receive subscription], institutional representative

                           Reference Invoice No. [ ] (if available)

                           P&C Note:
                           Hold for subscription notice

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, subscription renewal form, order form, etc.
--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 total exceeds 4999.99 and the period extends beyond the current fiscal year--amount must be prorated
  to the correct fiscal years
  * use account code 405840 for portion to be charged to current fiscal year
  * use account code 405002 for portion to be charged to future fiscal year
                                                                                TOTAL   25.00

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT		
xxxxxx	xxxxxx	405840	xxxxxx			25.00	CONTACT:	
							NAME: [key your name]	

TELEPHONE: [key your phone number]

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