

MISSISSIPPI STATE UNIVERSITY
REQUISITION

SAMPLE MEMBERSHIP RENEWAL

PAGE of

Banner
NO: Generates

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 correct address is not in Banner, type correct information in Item Text and Vendor file will be updated]

DATE:
5-Feb-04

TERMS: PREPAY

FOB:

SHIP VIA: BEST WAY

BID BY:

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 YR	Membership Renewal to the Association for Career and Technical Education for the period July 1, 2003 through June 30, 2004 Membership for: [member name], institutional representative Membership ID or Reference Number: [if available]	25.00	25.00

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, membership 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 405820 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
XXXXXXX XXXXXX 405820 XXXXXX 25.00

CONTACT:
NAME: [key your name]

TELEPHONE: [key your phone number]

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