

# Research and Curriculum Unit

## Purchase Order Submission Instructions

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To pay by purchase order, complete the information below and mail or fax this form with purchase order to:

Research and Curriculum Unit  
Attn: Business Office  
PO Drawer DX  
Mississippi State, MS 39762  
662-325-3296 (fax) ● 662-325-2510 (phone)

### A PURCHASE ORDER MUST BE ATTACHED TO THIS FORM FOR REGISTRATION TO BE PROCESSED

School Name (required): \_\_\_\_\_

Business Office Contact (required): \_\_\_\_\_

Email (required): \_\_\_\_\_ Phone (required): \_\_\_\_\_

Participant Name: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_ Course Fee: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_ Course Fee: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_ Course Fee: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_ Course Fee: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_ Total amount of Purchase Order: \_\_\_\_\_

Participants will be registered and notified upon receipt of this form with purchase order attached. If the section requested is filled, the participant will be placed in the next available open section. The school will be invoiced for payment upon receipt of purchase order. **Course completion and CEUs will not be awarded for delinquent accounts.**

**All refund requests must be submitted PRIOR to the class start date. A refund request form is available by emailing Vickie Hampton, Administrative Assistant, at [vickie.hampton@rcu.msstate.edu](mailto:vickie.hampton@rcu.msstate.edu). No refunds will be approved after the class start date.**

- Forms not completed in full with purchase order attached may cause a processing delay.
- A W-9 can be obtained by emailing your request and fax number to Vickie Hampton at [vickie.hampton@rcu.msstate.edu](mailto:vickie.hampton@rcu.msstate.edu).

# Purchase Order Submission Quick Facts

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- Effective immediately the RCU will accept school purchase orders for course registration
- A Purchase Order Submission Form can be downloaded at the MyPDC registration site
- RCU Staff will register the participant upon receipt of the PO Submission form with all required information and the Purchase Order
- If the section requested is filled the participant will be placed in the next available section
- Schools/Districts will be invoiced upon receipt of PO with payment expected prior to the class start date
- Course completion and CEU's will not be awarded for delinquent accounts
- All refund requests must be submitted prior to the class start date
- A refund request form can be obtained by contacting Vickie Hampton, Administrative Assistant, at [vickie.hampton@rcu.msstate.edu](mailto:vickie.hampton@rcu.msstate.edu)
- Refunds will not be approved after class begins