Research and Curriculum Unit
Purchase Order Submission Instructions

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. 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.
Purchase Order Submission Quick Facts

- 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
- Refunds will not be approved after class begins