



THE UNIVERSITY of
MISSISSIPPI

Interoffice Memorandum
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FROM: Lance Fulcher, Director of Procurement Services

DATE: February 15, 2024

SUBJECT: New Emails for Prepayment Requests and Contract Routing Forms

The Office of Procurement Services has established two dedicated email addresses for departments requiring submission of information. When sending a prepayment request, please address it to "**Prepayment Procurement**" in the "To" field or use the designated email: prepayment@olemiss.edu. Similarly, for the submission of a contract routing form, address it to "**CRAF Procurement**" in the "To" field or use the designated email: craf@olemiss.edu. It is essential to maintain consistency by using the same names for the subject line. Please refrain from sending to multiple addresses or individuals. Only utilize these designated addresses for submissions. Rest assured, these emails are actively monitored, and you can anticipate a response within 24 hours.