



THE UNIVERSITY of
MISSISSIPPI

Interoffice Memorandum
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FROM: Lance Fulcher, Director of Procurement Services

DATE: April 4, 2024

SUBJECT: RFP Vendor Application

In an attempt to streamline the vendor records, we are implementing a new vendor form for all Request for Payments. Beginning April 5, 2024, you will need to visit the Accounts Payable webpage to download the required vendor application and submit it to the secure vendor portal. Going forward a vendor number will need to be included on Request for Payments once the vendor record has been created.