



May 10, 2008

Dear Vendor/Supplier:

Missouri State University is currently in the process of a major computer software conversion. We are taking this opportunity to ensure that our vendor information is up to date and accurate. If you anticipate providing goods and/or services to Missouri State University within the next year, please complete the enclosed registration form and mail or fax it to us.

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After July 1, 2008, we must have a registration form on file prior to issuing payments to vendors. By promptly completing and returning this form, you will avoid any unnecessary delay in receiving payments.

If you have any questions about the form or this process, please contact one of the following offices.

Springfield Campus - Procurement Services	(417) 836-5260
Springfield Campus - Accounts Payable	(417) 836-5632
West Plains Campus * - Business Office	(417) 255-7260

We greatly value our business relationship with you and thank you for your assistance.

Sincerely,

Mike Wills

Director of Procurement Services

Matt Morris

Director of Business Services -West Plains

* If your business relationship is only with our West Plains Campus, you may fax your form to:
417-255-7259