

MISSISSIPPI STATE UNIVERSITY  
REQUISITION  
**AUTOMOBILE CLEANING**

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NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

VENDOR NUMBER

-

VENDOR NAME

VENDOR ADDRESS

VENDOR CITY, STATE, ZIP

[If vendor is not in Banner or if address is incorrect, type correct information at end of Item Text and vendor file will be updated.]

DATE:  
01-JUL-04

TERMS: NET 30

FOB:

SHIP VIA: -

BID BY:

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Furnish washing, waxing, and cleaning and occasional supply items at current net prices for MSU vehicles as requested by [department name] for the period July 1, 2004 through June 30, 2005  Not to exceed 3450.00 on any one day		

**FISCAL YEAR NOTE:** Key with Order Date of 01-JUL-04, Transaction Date of 01-JUL-04 and Delivery Date of 02-JUL-04. If requisition date does not show 01-JUL-04, the requisition will be cancelled and you will be asked to rekey.

TOTAL

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
xxxxxx	xxxxxx	405640	xxxxxx	xxxxxx		
xxxxxx	xxxxxx	406490	xxxxxx	xxxxxx		

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]