

MISSISSIPPI STATE UNIVERSITY  
REQUISITION  
GASOLINE, FUELS, OIL / BID FILE 600

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

VENDOR NUMBER

SB

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: BEST WAY

BID BY:

BID FILE: 600 STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
----------	-------------	------------	-------------

Furnish the following at current net price  
as requested by [department name]  
to be delivered to: [location]  
for the period July 1, 2004 through June 30, 2005

Gasoline: regular unleaded  
Diesel  
Kerosene  
Lubricants (motor oil, hydraulic oil, greases)

Not to exceed 3450.00 on any one day

Please see attached federal tax exemption  
certificate No. 64-74-0188-K

Notes:

Need at least 2 standing orders for department to call to compare current gasoline prices  
and order from the low standing order vendor.

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	406214	XXXXXX	XXXXXX		
XXXXXX	XXXXXX	406213	XXXXXX	XXXXXX		
XXXXXX	XXXXXX	406220	XXXXXX	XXXXXX		

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]