

MISSISSIPPI STATE UNIVERSITY
REQUISITION

EXHIBIT SPACE

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

VENDOR NUMBER

[key your department ship to code]

VENDOR NAME

VENDOR REMIT 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:

TERMS: PREPAY

FOB:

SHIP VIA: BEST WAY

BID BY:

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 ea	Exhibit Booth (12' x 12') to include drape, table, two chairs, booth identification sign, and wastebasket for the [name of conference or meeting] to be held [date of conference or meeting] in [city and state of conference or meeting] P&C Note: Return copy of order form with check or P&C Note: Call Jane at 5-xxxx when check is ready (if you want to send check with other information to the vendor or take the check with you to the meeting)	500.00	500.00

Notes:

Since a Prepay causes a check to be issued, the following information must be provided to the Purchasing Agent before a purchase order can be issued:

- attachment such as invoice, exhibitor space order form
- vendor information and remit address on the attachment must match the Vendor information on requisition
- amount on attachment must match amount on requisition
- vendor information must be from the vendor
- remember that you must key the Banner Invoice for final payment before a check will be issued
- if the conference occurs in the next fiscal year, use account code 405002

500.00

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
xxxxxx	xxxxxx	405510	xxxxxx			500.00

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]