

MISSISSIPPI STATE UNIVERSITY
REQUISITION
FOOD ORDER

PAGE of

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
	Provide food for official business functions as requested by [name of your department] for the period July 1, 20XX through June 30, 20XX		
	Not to exceed 4950.00 on any one day		
	Note: no alcoholic beverages to be charged to this purchase order		

Notes:

--All standing food orders must be unencumbered; unit price of zero.

--5,000 is the maximum amount allowed by law on any one day

--your department can set the limit for the standing po for any amount below 5000.00

--remember to key specific business purpose of purchase when keying Invoice for payment for each event

FISCAL YEAR NOTE: Key with Order Date of 01-JUL-XX Transaction Date of 01-JUL-XX and Delivery Date of 02-JUL-XX.

If requisition date does not show 01-JUL-XX, the requisition will be cancelled and you will be asked to rekey.

TOTAL

FUND ORG ACCT PROG ACTV ORDER AMOUNT

xxxxxx xxxxxx 406440 xxxxxx

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]