

MISSISSIPPI STATE UNIVERSITY
REQUISITION

FOOD ORDER - PICK UP

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:
5-Feb-04

TERMS: NET 30

FOB:

SHIP VIA: OUR PICK UP

BID BY:

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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Provide [refreshments, breakfast, lunch, or dinner]
on [date]
for approximately [number] people
attending the [business purpose of meal/meeting]
consisting of:
[listing of quantity and food items]

Pick-up time 11:30 a.m.

Not to exceed [enter amount]

P&C Note: Call [name] at [phone] when PO is ready.

Notes:

Food order requisitions must be keyed as unencumbered even if you have a written quote.

On the 'Not to exceed' amount it is a good idea to allow for last minute changes, in other words, over estimate.

Add note to P&C in Item Text if you want to pick up the original PO, otherwise, it will be mailed to the vendor.

TOTAL

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
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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.]