

MISSISSIPPI STATE UNIVERSITY
REQUISITION

LODGING - FAX TO VENDOR

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:

TERMS: NET 30

FOB:

SHIP VIA: -

BID BY:

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Provide lodging for [person or persons] @ [dollars] per night [business purpose of overnight stay] Arrival: [date] Departure: [date]		
	Guest responsible for incidentals [include this statement if your department does not want to be responsible for meals, movies, phone or other charges]		
	Reference Confirmation No. [from the vendor for reservation]		
	Not to exceed 500.00		
	P&C: Fax PO to xxx-xxx-xxxx attention John Doe		

Note:

The requisition can be unencumbered or encumbered.

Business purpose for the overnight stay is needed.

Examples: candidate, guest speaker, consultant, etc.

TOTAL

FUND ORG ACCT PROG ACTV ORDER AMOUNT

xxxxxx xxxxxx 405510 xxxxxx
or 405860 if Employee Recruitment Cost

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]