

MISSISSIPPI STATE UNIVERSITY
REQUISITION

PROMOTIONAL ITEMS

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

VENDOR NUMBER

- [if you are going to pick up]

VENDOR NAME

2 [for vendor delivery]

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: OUR PICK UP
or BEST WAY

BID BY: Name from quote
No. and date from quote

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
30 ea	9 1/2" x 12 1/2" Burgundy Padfolio imprinted, business card slot, pen loop and calculator	19.00	570.00
50 ea	Natural canvas tote bags with handles, imprint PMS 202 maroon 1 side	4.85	242.50
30 ea	Coffee mugs, imprinted	3.75	112.50

for [business purpose of promotional items]

Notes:

- promotional items are to be purchased in connection with conferences, seminars, training sessions, student recruitment and other such business purposes
- if the business purpose is not listed this could delay processing of the requisition
- use account code 406490 if items are being used for a training sessions
- use account code 405420 if items are being used for recruitment or publicity reasons

TOTAL 925.00

FUND ORG ACCT PROG ACTV ORDER AMOUNT

xxxxxx xxxxxx 406490 xxxxxx 925.00
or 405420
or 405890

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]