

MISSISSIPPI STATE UNIVERSITY
REQUISITION

REPAIR

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
	Furnish repairs on [name equipment, i.e., farm equipment, office equipment, etc.] as requested by [department name] for the period July 1, 2004 through June 30, 2005 Not to exceed 3450.00 on any one day		

Note: no state contract commodities may be purchased on this order

FISCAL YEAR NOTE: Key with Order Date of 01-JUL-04, Transaction Date of 01-JUL-04 and Delivery Date of 02-JUL-04.
If requisition date does not show 01-JUL-04, the requisition will be cancelled and you will be asked to rekey.

TOTAL

FUND ORG ACCT PROG ACTV ORDER AMOUNT

xxxxxx xxxxxx 405690 xxxxxx
or appropriate repair and maintenance repair code

CONTACT:
NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:
[key department name]
[key department address]
[key mail stop no.]