

MISSISSIPPI STATE UNIVERSITY  
REQUISITION

**SERVICES and SUPPLIES-HRM FORM NEEDED**

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

VENDOR NUMBER  
PAUL YEATMAN  
PAUL'S WELDING  
1938 LONGVIEW ROAD  
STARKVILLE, MS 39759

2

[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: BEST WAY

BID BY:

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
----------	-------------	------------	-------------

Furnish welding services and miscellaneous supplies  
as requested by the [department name]  
for the period July 1, 2004 through June 30, 2005

Not to exceed 3450.00 on any one day

P&C Note: hold for HRM checklist

Notes:

When paying an individual for services, you must provide a completed HRM Form 323 and 322  
In order to establish a standing order for the year, please provide HRM forms

**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	405890	XXXXXX	XXXXXX		
XXXXXX	XXXXXX	406490	XXXXXX	XXXXXX		

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

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