

MISSISSIPPI STATE UNIVERSITY
REQUISITION

BID

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

BID

2 [for vendor delivery]

[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: Automatic

TERMS: Net 30

FOB:

SHIP VIA: BEST WAY

BID BY:

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
QUANTITY	ENTER BID SPECIFICATIONS	ENTER EST. PRICE	

SUGGESTED VENDORS (AT LEAST TWO)

VENDOR NAME
VENDOR ADDRESS
CONTACT PERSON (IF ANY)
PHONE/E-MAIL/FAX

VENDOR NAME
VENDOR ADDRESS
CONTACT PERSON (IF ANY)
PHONE/E-MAIL/FAX

NOTES:

- If you are bidding for more than one item, put a note on the req if you want all items awarded to one vendor or awarded on the lowest price per item
- If you have extra attachments (plans, blueprints, etc) put a note on req that you have attachments

TOTAL xxxx.xx

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
xxxxxx	xxxxxx	xxxxxx	xxxxxx			xxxx.xx

CONTACT:
NAME: [key your name]

TELEPHONE: [key your phone number]

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