

MISSISSIPPI STATE UNIVERSITY  
REQUISITION

EPL

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

VENDOR ID NUMBER

2 [for vendor delivery]

VENDOR NAME

-[for department pick-up]

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: Automatic

TERMS: Net 30

FOB:

SHIP VIA: BEST WAY or  
OUR PICK UP

BID BY: SALES REP'S NAME  
DATE OF QUOTE, ETC.

BID FILE:

STATE CONTRACT: ENTER EPL NUMBER

QUANTITY

DESCRIPTION

UNIT PRICE

TOTAL PRICE

QUANTITY

ENTER ITEM DESCRIPTION (THIS MEANS THE  
COMPLETE DESCRIPTION OF THE ITEM - MUST  
MIRROR THE QUOTE)

ENTER PRICE

HOLD FOR COPY OF EPL AND PRICE QUOTE

NOTES:

- If you have received a lower quote from the EPL vendor, enter a name and quote number in the "Bid By" section
- ALWAYS attach a copy of the EPL and a copy of the quote
- All items, must be listed on the requisition just like they appear on the quote
- Use Account Code 408250 for all computer purchases

TOTAL xxx.xx

FUND ORG ACCT PROG ACTV ORDER AMOUNT

xxxxxx xxxxxx xxxxxx xxxxxx xxx.xx

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]