

MISSISSIPPI STATE UNIVERSITY  
REQUISITION

**QUOTES (Purchase order total between \$5000.01 and \$25000.00)**

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

VENDOR NUMBER

- [for department 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 BID FILE: STATE CONTRACT:  
NO. AND DATE OF QUOTE

QUANTITY DESCRIPTION UNIT PRICE TOTAL PRICE

ENTER ITEM INFORMATION (including quantity and unit price for each item)

**PLEASE HOLD FOR QUOTES**

- Notes:
- Attach at least two written quotes
  - Quotes must show company name and address
  - Quotes must be dated
  - Quotes must be signed (first and last name of person making the quote)
  - Exception: E-mailed quotes need only printed first and last name and the e-mail that the quote was "attached" to

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.]