

MISSISSIPPI STATE UNIVERSITY
REQUISITION
AUTOMOBILE REPAIR and SERVICE

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 and maintenance of MSU vehicles
as requested by the [department]
for the period July 1, 2004 through June 30, 2005

Vehicles:

Make, model and tag no.

Make, model and tag no.

Not to exceed 3450.00 on any one day

Note: invoice must itemize parts and labor

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 405640 xxxxxx

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]