

MISSISSIPPI STATE UNIVERSITY
REQUISITION
FOOD ORDER - VENDOR DELIVERY

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO: SB [stands for See Below]

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: TERMS: NET 30 FOB: SHIP VIA: YOUR DELIVERY

BID BY: BID FILE: STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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Provide [refreshments, breakfast, lunch, or dinner]
for approximately [number] people
participating in the [business purpose of meeting/event]
on [date]

Food order: [optional]
3 lbs. pulled pork @ 6.95/lb.
2 gal. baked beans @ 3.00/lb.
2 gal. cole slaw @3.00/lb.
paper products for [number] people

Deliver to: [location and time]

Not to exceed [enter amount]

Notes:

Food order requisitions must be keyed as unencumbered even if you have a written quote.

On the 'Not to exceed' amount it is a good idea to allow for last minute changes, in other words, over estimate.

TOTAL

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
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xxxxxx xxxxxx 406440 xxxxxx

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]