

MISSISSIPPI STATE UNIVERSITY  
REQUISITION

POSTAGE AND MAILING

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
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Provide postage, mailing, folding, envelope stuffing,  
and other mail services  
as requested by the [department]  
for the period July 1, 2004 through June 30, 2005

Not to exceed 3450.00 on any one day

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
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xxxxxx xxxxxx 405210 xxxxxx

xxxxxx xxxxxx 405890 xxxxxx

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]