MISSISSIPPI STATE UNIVERSITY
REQUISITION
STATE CONTRACT

SUGGESTED VENDOR:

VENDOR ID 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: Automatic
TERMS: Net 30
FOB: SHIP VIA: BEST WAY or OUR PICK UP

BID BY: BID FILE: STATE CONTRACT: ENTER STATE CONTRACT NUMBER

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUANTITY</td>
<td>ENTER ITEM DESCRIPTION</td>
<td>ENTER PRICE</td>
<td></td>
</tr>
</tbody>
</table>

NOTES:
-- If you have received a lower quote, enter the quote info in the "Bid By" section
-- If you have any attachments, add a note in text "HOLD FOR ATTACHMENTS"

TOTAL xxx.xx

<table>
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<tr>
<th>FUND</th>
<th>ORG</th>
<th>ACCT</th>
<th>PROG</th>
<th>ACTV</th>
<th>ORDER</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>xxxxx</td>
<td>xxxxxx</td>
<td>xxxxxx</td>
<td>xxxxxx</td>
<td>xxxxxx</td>
<td>xxx.xx</td>
<td></td>
</tr>
</tbody>
</table>

CONTACT:
NAME: [key your name]
TELEPHONE: [key your phone number]
DEPARTMENT:
[key department name]
[key department address]
[key mail stop no.]