MISSISSIPPI STATE UNIVERSITY
REQUISITION
WATER

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: TERMS: NET 30 FOB: SHIP VIA: -
01-JUL-04

BID BY: BID FILE: STATE CONTRACT:

QUANTITY DESCRIPTION UNIT PRICE TOTAL PRICE

Rental of water cooler plus supplies used at the department name, location for the period July 1, 2004 through June 30, 2005

Rental fee: [amount] per month
Water: [amount] per bottle
Supplies: [amount] per flat for cups

Not to exceed [amount] for any one day

Notes:
Please forward a quote from vendor and memo on department letterhead justifying water purchase as attachments.

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

CONTACT:
NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:
[key department name]
[key department address]
[key mail stop no.]