

MISSISSIPPI STATE UNIVERSITY
REQUISITION

SOLE SOURCE PURCHASE

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIP TO:

VENDOR NUMBER

- [for dept. pick-up]

VENDOR NAME

2 [for vendor delivery]

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: **NAME FROM QUOTE** BID FILE: STATE CONTRACT:
NO. AND DATE FROM QUOTE

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
QUANTITY	ENTER ITEM DESCRIPTION	ENTER PRICE	XXXX.XX

PLEASE HOLD FOR QUOTE AND SOLE SOURCE INFORMATION

NOTES:

- Attach the vendor quote and the departmental sole source letter and a copy of the sole source form found on the P&C Website
- If you are purchasing computer or computer related items, a sole source letter from the vendor is also required.
- Fill out and attach the Sole Source Justification form found on the P&C Website

TOTAL XXXX.XX

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
XXXXXX	XXXXXX	XXXXXX	XXXXXX			XXXX.XX

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]