

MISSISSIPPI STATE UNIVERSITY  
REQUISITION  
**CELL PHONE**

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

VENDOR NUMBER

- [if you are going to pick up]  
2 [for vendor delivery]

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: OUR PICK UP  
or BEST WAY

BID BY: Name from quote  
No. and date from quote

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 ea	Nokia Cell Phone Model No. _____	69.99	69.99
1 ea	Cell Phone Leather Carrying Case for [name of person assigned use of the phone]	29.99	29.99

P&C Note: Call Jane at 5-xxxx to pick up original PO

or

Vendor Note:

Call Jane Smith at 325-xxxx when phone is ready to be picked up.

Notes:

All cell phones, regardless of cost, should be coded 408291 inventoriable equipment.

Name of person for whom the phone is being purchased must be included.

If for department use only and not being assigned to an individual, state 'for departmental use.'

99.98

FUND ORG ACCT PROG ACTV ORDER AMOUNT  
xxxxxx xxxxxx 408291 xxxxxx 99.98

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]