## MISSISSIPPI STATE UNIVERSITY REQUISITION

## **CLOTHING**

PAGE of NO: Automatic

SUGGESTED VENDOR: SHIPTO:

VENDOR NUMBER - [if you are going to pick up]

2 [for vendor delivery]

VENDOR NAME
VENDOR CITY STATE

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 BID FILE: STATE CONTRACT:

No. and date from quote

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10 ea	Russell T-Shirt - Size XL	15.99	159.99
25 ea	Russell T-Shirt - Size L	10.00	250.00
20 ea	Russell T-Shirt - Size M	10.00	200.00
1 ea	Set up charge to imprint PMS 202 maroon 1 side	45.00	45.00

for [give business purpose for all clothing orders; such as name of conference, or student group activity]

## Notes:

- -- clothing items are to be purchased in connection with conferences, seminars, training sessions, student recruitment, student activities and other such business purposes
- -- if the business purpose is not listed this could delay processing of the requisition
- -- use account code 406910 if items are for resale

								TOTAL	654.99
FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT			
XXXXXX	xxxxxx	406430	xxxxxx			654.99	CONTACT:		
							NAME: [kev vour name]		

TELEPHONE: [key your phone number]

DEPARTMENT:

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