

MISSISSIPPI STATE UNIVERSITY  
REQUISITION  
**COPYING AND BINDING-STANDING**

PAGE of

NO: Automatic

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:  
01-JUL-04

TERMS: NET 30

FOB:

SHIP VIA: -

BID BY:

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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Provide miscellaneous printing and binding services  
as requested by [department name]  
for the period July 1, 2004 through June 30, 2005

Not to exceed 3,450.00 on any one day

Note: no state contract commodities may be purchased on this order

P&C Note: one card requested  
(for local vendors only)

Notes:

- 3500.00 is the maximum allowable by law without the need for 2 quotes
- it is the department's discretion to set a lower level

**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

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
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xxxxxx xxxxxx 406110 xxxxxx

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]