

MISSISSIPPI STATE UNIVERSITY
REQUISITION

FOOD ORDER - CATERED

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO: SB

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:
5-Feb-04

TERMS: NET 30

FOB:

SHIP VIA: YOUR DELIVERY

BID BY: Name

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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Provide catering services for [lunch, dinner, reception]
for approximately [number] people
for [business purpose of meal/food or name of meeting or event]
to be held on [date of meal or event]
Food Order:

Deliver to: [location]
Set up instructions:

Not to exceed [enter amount]

Notes:

Food order requisitions must be keyed as unencumbered even if you have a written quote.
On the 'Not to exceed' amount it is a good idea to allow for last minute changes, in other words, over estimate.
Add note to P&C if you want to pick up the original PO, otherwise, it will be mailed to the vendor.
Catered functions normally include labor for delivery, set up, servers, tablecloths, clean up, etc.

TOTAL

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
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xxxxxx xxxxxx 405890 xxxxxx

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

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