

MISSISSIPPI STATE UNIVERSITY  
REQUISITION

**LODGING AND FOOD FOR CONFERENCE, SEMINAR, RETREAT, ETC.**

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:

TERMS: NET 30

FOB:

SHIP VIA: -

BID BY:

BID FILE:

STATE CONTRACT:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Provide lodging for [name of program or purpose of event] Number of rooms and rate Arrival: [date] Departure: [date] Reference Confirmation No. [from the vendor for reservation]		
	Provide food [refreshments, lunch, dinner] on [date] for [no.] of persons @ rate		
	[list additional food orders and dates as needed]		
	Not to exceed 4,500.00		
	P&C: Hold for lodging and food contract		
	P&C: Fax PO to xxx-xxx-xxxx attention John Doe		

Notes:

Lodging for speakers and non-MSU program attendees.

MSU employees' lodging should be processed on travel voucher, if travel occurs.

TOTAL

FUND ORG ACCT PROG ACTV ORDER AMOUNT

xxxxxx xxxxxx 405510 xxxxxx

xxxxxx xxxxxx 406440 xxxxxx

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

[key department name]

[key department address]

[key mail stop no.]