

MISSISSIPPI STATE UNIVERSITY
REQUISITION
POSITION ADVERTISEMENT

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO: -

VENDOR NUMBER

VENDOR NAME

VENDOR ADDRESS

VENDOR CITY, STATE ZIP

[Note: select the correct vendor remit address; often not the default address]

[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
1 EA	Publish the attached job advertisement for the position of _____ to be published in the (enter date of publication) issue of _____ Not to exceed \$_____ OR At Current Net Price Please fax ad to XXX-XXX-XXXX OR Ad will be e-mailed by department P&C Note: Hold for copy of Ad		

Notes:
--attachment such as copy of ad, quote from vendor
--Make sure to e-mail a copy of your ad to Human Resources for approval. We cannot process your requisition until we receive approval from HR

TOTAL

FUND	ORG	ACCT	PROG	ACTV	ORDER	AMOUNT
xxxxxx	xxxxxx	405410	xxxxxx			

CONTACT:
NAME: [key your name]

TELEPHONE: [key your phone number]

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