

MISSISSIPPI STATE UNIVERSITY
REQUISITION
SERVICES ONLY-HRM FORM NEEDED

PAGE of

NO: Automatic

SUGGESTED VENDOR:

SHIPTO:

VENDOR NUMBER

-

THOMAS G. SMITH
2337 MABEN STURGIS ROAD
STURGIS, MS 39769

[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
	Provide plumbing services as requested by the [department name] for the period July 1, 2004 through June 30, 2005 @ [rate] / hour Not to exceed 3450.00 on any one day P&C Note: hold for HRM checklist		

Notes:

When paying an individual for services, you must provide a completed HRM Form 323 and 322
In order to establish a standing order for the year these HRM forms must be provided

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
xxxxxx xxxxxx 405890 xxxxxx xxxxxx

CONTACT:

NAME: [key your name]

TELEPHONE: [key your phone number]

DEPARTMENT:

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