



STATE OF MICHIGAN AGENCIES  
IET - INTERNAL EXCHANGE TRANSACTION

FOR USE ONLY BY THE STATE OF MICHIGAN AGENCIES CREDIT CARD HOLDERS



(please print)

NAME: \_\_\_\_\_

ORDER DATE: \_\_\_\_\_

REQUESTING  
DEPARTMENT: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

Email Orders To:  
[MSI\\_Order\\_Entry@michigan.gov](mailto:MSI_Order_Entry@michigan.gov)  
MSI Order Entry Phone: (517) 335-1125  
Fax Orders To: (517) 335-2059

BILL TO:

SHIP TO:

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL

SPECIFICATIONS:

GRAND TOTAL:

**SIGMA Accounts Payable IET Information:**

When remitting IET payment input the customer and invoice number from your invoice in the DOCUMENT DESCRIPTION field.

**MSI SIGMA ACCOUNTING INFORMATION:**

2nd PARTY ACCOUNTING **SOM472001 - 980**

Accounting Template: 472MSISALESREVENUE  
Line Description: Customer and Invoice Number  
Dept. Revenue: 900

**PLEASE NOTE:** Orders less than \$100 will be charged a \$10.00 freight fee and added to the invoice.

FILL OUT ALL FIELDS ABOVE

FORM#: CAO-950