



STATE OF MICHIGAN  
RAPID ORDER FORM  
CAO-950



(please print) \_\_\_\_\_ AUTHORIZED  
NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
ORDER DATE: \_\_\_\_\_

ORDER VERIFICATION E-MAIL ADDRESS: \_\_\_\_\_  
STATEMENT E-MAIL ADDRESS: \_\_\_\_\_  
INVOICE E-MAIL ADDRESS \_\_\_\_\_

REQUESTING DEPARTMENT OR AGENCY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

MSI Order Entry Phone: (517) 373-4370  
Email Orders To:  
[MSI\\_Order\\_Entry@michigan.gov](mailto:MSI_Order_Entry@michigan.gov)

**METHOD OF PAYMENT**

MAIN

P-CARD

SHIP TO:

BILL TO:

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL

SPECIFICATIONS:

GRAND TOTAL:

**Procurement Instructions:** Please remit payment to MSI through a GQ inter-agency document in R\*STARS utilizing the below accounting information. **P-CARD Purchases:** If using a P-card for purchase, MSI Order Entry will contact you for credit card information. **PLEASE NOTE:** Orders less than \$100 will be charged a \$10.00 freight fee and added to the invoice.

MSI ACCOUNTING INFORMATION:

AGY INDEX PCA COBJ AOBJ  
472 07150 19002 1405

**FOR USE ONLY BY STATE OF MICHIGAN AGENCIES**