

## **UM Procurement Authorization Card Instructions**

Please fill out the form online and print.

The UM Procurement Authorization Card has been developed with Microsoft Excel format.

### **Entering Information into the Template**

The Tab will move the cursor forward to a new field

Shift Tab moves the cursor back a field as well as the Backspace Tab

If enter is pressed, press backspace immediately to delete the hard return

**Department Name** - Please use the complete official name.

**FRS Department/Sub Department Code** – This is a 7 digit number, the first 5 numbers identifies the department and the next 2 digits identify any sub departments.

The information above can be found at [www.ares.umd.edu/frsweb/refcard](http://www.ares.umd.edu/frsweb/refcard) under “FRS Dept/Sub Dept Code”

**Dean/VP Name** – Type the name of the Dean or VP

**Title** – Type the appropriate Title

**Campus Phone** – Type in telephone number

In each of the blocks listed please fill in each field with the information requested. If a spending limit is desired please be sure to type the dollar amount in the space provided.

**Please be sure to that EACH PERSON SIGNS the form in INK and mail it to Department of Procurement and Supply, 2113R Chesapeake Bldg. If you have any questions please call 301-405-5813.**

The Department Chair or Director must notify the Procurement Department in writing when an employee with authorization to spend University funds leaves their department.