

UNIVERSITY OF MARYLAND at COLLEGE PARK
REQUISITION FOR PURCHASE

THIS IS NOT AN ORDER.

| | | | |
|----------|-----------------|------------|-----------------------------------|
| REQ. NO. | FRS NO.-SUBCODE | FISCAL YR. | REFERENCE BID NO. OR CONTRACT NO. |
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| FEI # VENDOR NAME VENDOR ADDRESS CITY / STATE / ZIP PHONE/CONTACT | DELIVER TO: ADDRESS CITY / STATE / ZIP PHONE / CONTACT |
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|--|---------------|--------------------|-------------------------------------|--------------|
| SEND PO COPIES TO | DEPT. -CAMPUS | ADDRESS | ATTN: | DATE DESIRED |
| CITY | STATE | ZIP CODE | DEPT. CONTACT FOR BUSINESS MATTERS | PHONE |
| AUTHORIZED FUNDS ARE AVAILABLE. IN ACCORDANCE WITH FEDERAL OMB CIRCULAR A-110, EQUIPMENT HAS BEEN SCREENED AND IS NOT AVAILABLE FOR OUR USE. | | | EMAIL | |
| PRINT DEPT. AUTHORIZER NAME | | DEPT/SUB DEPT CODE | DEPT. CONTACT FOR TECHNICAL MATTERS | PHONE |
| _____ DEPT. APPROVED SIGNATURE | | | _____ APPROVED DATE | |
| | | | EMAIL | |

| ITEM NO. | DESCRIPTION OF ARTICLES OR SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT | SUB CODE |
|--------------|-------------------------------------|----------|------|------------|--------|----------|
| | | | | | | |
| TOTAL | | | | | | |

IF ADDITIONAL SPACE IS NEEDED, OR TO CONVEY SPECIAL REQUESTS TO THE BUYER, PLEASE STAPLE A SEPERATE SHEET TO THE REQUISITION

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| APPROVED _____ |
| BUYER _____ |
| PO# _____ |