DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING
FOOD AND BEVERAGE REQUISITION FORM

Requestor(s): _____
E-Mail Address: _____
Phone #: _____
KFS# Acct: _____

If using Foundation project name or #: _____
Fiscal Officer Approval*:
*office use only   *Initials*   *Date*

VENDOR NAME: _____

Pizza Bolis	**301-474-1313**
Dominos Pizza	**301-852-3030**
Papa John's	**301-277-7722**

For office use only

REQUISITION# _____

Object-code: _____

Billing Instructions: MasterCard
ECE Business Office
University of Maryland   _____
2410 A.V. Williams Bldg
College Park, MD 20742
ece-businessoffice@umd.edu
301-405-1240
Fax 301-314-2669

DELIVER TO: Bldg Name _____
Room # : _____ **Time:** _____

Justification for purchase: **Requisitions must be submitted 6 days prior to event date.**

Name of Event: _____
Purpose (University related): _____
Date of Event, Time (start/end) : _____

PLEASE REMEMBER - SUBMIT ATTENDEES LIST & ITEMIIZED RECEIPT
ONLY PEPSI PRODUCTS MAY BE PURCHASED FOR UNIVERSITY EVENTS

Notes	List food selections and beverages (Please itemize)	Qty	Unit Price	Cost

Approving Authority (please print) _____

Signature: _____ **Date:** _____

Subtotal $ _____
Delivery charge $ _____
Total Cost $ _____

The University of Maryland is a non-profit, government agency of the State of Maryland. Goods and services, which we may request through State of Maryland VISA Purchasing cards to you, will be used in our instructions and research programs.
NOTE: The University of Maryland is Exempt from the following taxes:
State of Maryland Sales tax Certificate No. 30002563
District of Columbia Sales Tax Exemption Certificate No. 919979411 01
Manufacturers Federal Excise Tax Registration No. 52730123K
Certificates are available upon request.

Itemized Receipt

List of Attendees

updated 10/2019