



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 72 hours prior to event date.
 Name of Event: _____
 Purpose (University related): _____
 Date of Event, Time (start/end) : _____

PLEASE REMEMBER - SUBMIT ATTENDEES LIST & ITEMIZED 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) _____ Subtotal \$ _____
 Signature: _____ Date: _____ 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

