



DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING
FOOD AND BEVERAGE REQUISITION FORM

Requestor(s):
E-Mail Address:
Phone #:
KFS#:
VENDOR NAME:
Pizza Bolis 301-474-1313
Dominos Pizza 301-852-3030
Papa John's 301-277-7722

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\*\*

Table with 5 columns: 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

