



DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING REQUISITION FORM

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

Fiscal Officer Approval*: _____
*office use only Initials Date

Vendor Name: _____
Street: _____
City, State, Zip: _____
Phone #: _____ Fax: _____
Web Address: _____
Vendor ID* #: _____

SHIPPING: GROUND Standard Overnight
Priority Overnight Other _____

Materials are hazardous, corrosive, or flammable chemicals YES
Approval required, may result in additional processing time. (MSDS must be attached for all chemical requests.)

Justification for Purchase (Required)

How is purchase related to University business (project, event & date, unit):

For office use only	REQUISITION# : _____
	Order/Invoice#: _____
	Object code: _____
	Invoice To: ECE Business Office University of Maryland 2410 A.V.Williams Bldg. College Park, MD 20742
	Ship To: ECE Business Office University of Maryland 2410 A.V.Williams Bldg. College Park, MD 20742
	ece-businessoffice@umd.edu Phone (301) 405-1240 Fax (301) 314-2669

INVENTORY - Equipment Location:

_____	00	
<small>Building and Room #</small>	<small>TAG #</small>	

Special Instructions: _____

Part #	Detailed description including type of product (e.g. monitor, chemical name, book, microscope etc.)	Qty	Unit Price	Cost

Approving Authority (please print) _____

Subtotal \$ _____

Signature: _____ Date: _____

Shipping \$ _____

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. 3002563
District of Columbia Sales Tax Exemption Certificate No. 919979411 01 Manufacturers
Federal Excise Tax Registration No. 52730123K
Certificates are available upon request.

Invoice/Receipt
Packing Slip