

UNIVERSITY OF MARYLAND at COLLEGE PARK

REQUISITION FOR PURCHASE

UMCES REQ NO.

THIS IS NOT AN ORDER.

CP REQ NO.	FAS NO.-SUBCODE	FISCAL YR.	REFERENCE BID NO. OR CONTRACT NO.
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FEI #
VENDOR NAME
VENDOR ADDRESS
PHONE/CONTACT

DELIVER TO:	DEPT. BLDG. NO	ROOM NO.	DEPT. -CAMPUS	ATTN:	DATE DESIRED
DEPT TO BILL/SEND COPIES			UMCP DEPT. ZIP NO.	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 AVAILABE FOR OUR USE.				DEPT. CONTACT FOR TECHNICAL MATTERS	PHONE
				IF ADDITIONAL SPACE IS NEEDED, OR TO CONVEY SPECIAL REQUESTS TO THE BUYER, PLEASE STAPLE A SPEARATE SHEET TO THE REQUISITION.	
DEPT. APPROVED SIGNATURE			APPROVED DATE		

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

TOTAL

ROUTING INSTRUCTION VENDOR SHIP VIA	TERMS:	DELIVER ON OR BEFORE	PROC METHOD	PROCCAT	SES	A/E/W
	F.O.B.		APPROVED			
			BUYER			
			PO#			
	SMALL BUS. PREF.					
	% \$					