

UNIVERSITY OF MARYLAND at COLLEGE PARK

REQUISITION FOR PURCHASE

UMCES REQ NO.

THIS IS NOT AN ORDER.

CPREQ 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
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DEPT TO BILL/SEND COPIES	UMCP DEPT. ZIP NO.	DEPT. CONTACT FOR BUSINESS MATTERS	PHONE
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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
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DEPT. APPROVED SIGNATURE _____	APPROVED DATE _____
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IF ADDITIONAL SPACE IS NEEDED, OR TO CONVEY SPECIAL REQUESTS TO THE BUYER, PLEASE STAPLE A SPEARATE SHEET TO THE REQUISITION.

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.	% \$
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