

**A3 for PURCHASE REQUISITION**

**UMCES APPROVAL FOR SPONSORED PROGRAM FUNDED ACQUISITIONS -  
EQUIPMENT AND SERVICES**

TO: Department of Procurement & Strategic Sourcing  
2113-R Chesapeake Building  
University of Maryland  
FAX: 301-314-9565

FROM: Office of Research Administration and Advancement  
University of Maryland Center for Environmental Science  
Tel. 410-221-2015  
Fax: 410-228-9265  
[oraa@umces.edu](mailto:oraa@umces.edu)

DATE: \_\_\_\_\_

The attached requisition lists equipment and/or services funded by contract or grant funds with a unit price for equipment expected to exceed \$5,000, or a total value for services expected to exceed \$5,000.

Purchase Order #: \_\_\_\_\_ Grant # & PI: \_\_\_\_\_  
Suggested Source: \_\_\_\_\_ Term Date: \_\_\_\_\_  
*Suggested Source means the Proposed Vendor for the purchase.*

Funding Source Type:  
Federal Grant/Cooperative Agreement \_\_\_\_\_  
Federal Contract or Subcontract \_\_\_\_\_  
Non-Federal \_\_\_\_\_

Sponsor: \_\_\_\_\_  
*Sponsor means the agency that funded the grant to be charged.*

Special terms or conditions that must be flowed down or otherwise addressed in this procurement per the funding agreement: \_\_\_\_\_

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We have reviewed the proposed equipment and/or services acquisition for consistency with the provisions of the appropriate sponsored program and have determined that the use of funds for the specific purpose detailed on the requisition and supporting documentation is allowable under the fund source listed above.

If you have any questions about this approval, please contact ORAA at the number/email above. Other questions regarding this purchase order request should be directed to the preparer of the form.

Form Prepared By: \_\_\_\_\_ ORAA Approval: \_\_\_\_\_  
Email: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_