

Aerospace Engineering

Advisor Approval for On Campus and Local Retail Purchases

Complete all information below and obtain approval for purchases from Advisor.
Bring approved form to Aero Business office, 3179 Martin Hall, to receive custom PO for vendor.

Name		Email	
Advisor Name		KFS Acct #	
Advisor Signature			
Other Authorization			

Vendor (check one):

Home Depot	NAPA Auto	FedEx/Kinko's
Terp Works	Physics Labor	Chem Store
Terrapin Trader	UMD Bookstore	Other

Summary list of items to be purchased below:

Items to be Purchased	Reason/ Justification

Student Signature _____

For Office Use Only

Date PO Issued: _____	Issued by: _____	PO #: _____
Receipt Received: _____	\$ Amount: _____	