



Institute for Research in Electronics and Applied Physics
Small Purchase Order Form (for desktops, laptops, tablets, servers)

Please email the completed form to ireap-procure.umd.edu.

DB-2025

<p>Requestor: Email: * Phone: Driver Worktag Number (previously KFS): Vendor Name: Street: City, State, Zip: * Vendor Phone: Vendor Fax: Website: * Contact Person: Shipping Method (Ground, Standard Overnight, Priority Overnight, Other) :</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">For office use only</p>	<p>Requisition Number: Purchase Order Number: Spend Category: Quote Number:</p>
		<p>Billing/Shipping Address: Institute for Research in Electronics and Applied Physics University of Maryland Building 223, Room 1203B 8279 Paint Branch Drive College Park, MD 20742-3511 Telephone: 301-405-7439</p>

* Justification for Purchase (**Mandatory**): (Explanation of how this purchase is related to the University and your project.)

Line Nr.	Part number and description (e.g., desktop, laptop, tablet, server)	Qty	Unit*	Unit Price	Cost
1					

*Unit = each (EA), box (BX), dozen (DZ), carton (CT), pack (PK), set (ST), etc.

For additional items, please use table on next page.

For office use only

Faculty Approval (please print): _____

Subtotal: \$ _____

Shipping: \$ _____

Faculty Signature: _____ Date: _____

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. 30002563; District of Columbia Sales Tax Exemption Certificate No. 919979411 01;

Manufacturers Federal Excise Tax Registration No. 52730123K. Certificates are available upon request.

Received and checked by Name: _____ Date: _____ Time: _____

