



Institute for Research in Electronics and Applied Physics

Small Purchase Order Form

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

DB-0025

Requestor: Email: Phone: Driver Worktag Number (previously KFS): Vendor Name: Street: City, State, Zip: Phone: Fax: Website: Contact Person: <hr/> Is this purchase for a desktop or laptop computer, tablet or server? Y or N	For office use only	Requisition Number: Order/Invoice Number: Subcode: 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
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Justification for Purchase: (Explanation of how this purchase is related to the University and your project.)

Line Nr.	Part number and description (including type of product, e.g., monitor, chemical name, book, microscope, etc.)	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: \$ _____

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NOTE: The University of Maryland is EXEMPT from the following taxes:

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