Institute for Research in Electronics and Applied Physics
Small Purchase Order Form
Please email completed form to ireap-procure@umd.edu.

DB-0025

	For office use only

Requestor:
Email:
Phone:
Driver Worktag Number (previously KFS):
 	
Vendor Name:
Street:
City, State, Zip:
Phone:
Fax:
Website:
Contact Person:
_____
Is this purchase for a desktop or laptop computer, tablet or server?   Y or N
	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

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.

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Faculty Approval (please print): _____

Subtotal: $ _____

Shipping: $ _____

Faculty Signature: _____ Date: _____

Total Cost: $ _____

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

Received by Name: _____ Date: _____ Time:_____

Line Nr.	Part number and description (including type of product, e.g., monitor, chemical name, book, microscope, etc.)	Qty	Unit*	Unit Price	Cost

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