



# Institute for Research in Electronics and Applied Physics

## Small Purchase Order Form

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

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:  <b>Billing/Shipping Address:</b> 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.

*For office use only*

Faculty Approval (please print): \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Shipping: \$ \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

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

*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.*

