

PURCHASE REQUEST FORM
 Teaching Supplies
 UNIVERSITY OF MARYLAND
 DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

Req. # _____

Requestor's Name: _____

Phone: _____

Date Requested: _____

E-mail: _____

Account #: _____

When do you need these items? 1-2 days 2-3 days 3-5 days 7-10 days
Standard shipping is often 7-10 days. Rush shipping will cost more.

Is this an internal campus request? (ISR) Y/N

Is this order over \$5,000? Y/N

Do you want to take this order to the vendor yourself? Y/N

Please indicate which class this item(s) will be used for: _____ (e.g., ENCE 411).

Please describe how the use of this item(s) fits the instructional material criteria[±]:

[±] Item(s) which aid instructor in effectively conveying theory in the classroom or laboratory setting.

VENDOR INFORMATION

Vendor Name: _____

Telephone: _____

Address/Web Address: _____

Contact (if any): _____

PLEASE LIST OR ATTACH THE FOLLOWING*:

ITEM/CATALOG#	QTY	UNITS		DESCRIPTION	UNIT PRICE	TOTAL
		(CASE, PK, KG)				
					TOTAL \$	

* Additional items can be attached using a separate sheet.

This order will not be approved unless signatures from both the class Professor and the Department Director are obtained.

I hereby acknowledge that I have and understood the above requirement and may be liable for the entire charge if the paperwork is not received by the business office.

Requestor's Signature: _____

Instructor's Signature: _____

Certification of Fund Availability: _____
 Director/Asst Director