



DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING REQUISITION FORM

Requestor(s): _____
 E-Mail Address: _____
 Phone #: _____
 FRS#: _____

VENDOR NAME: _____
 Street: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Web Address: _____
 Vendor Federal ID #: _____
**for office use only*

For office use only	REQUISITION# _____
	Order/Invoice#: _____
	Sub-code: _____
	Billing Instructions: Ship To:
	send all invoices and packing slips to: ECE Supply Office
ECE Business Office University of Maryland	
University of Maryland 2406 A.V. Williams Bldg.	
2410 A.V. Williams Bldg. College Park, MD 20742	
College Park, MD 20742 Phone (301) 405-1240	
ece-businessoffice@eng.umd.edu Fax (301) 314-2669	

SHIPPING: UPS Ground Priority Overnight
 Standard Overnight Other _____
 Special Instructions: _____

Are materials hazardous, corrosive, or flammable chemicals? _____
 Final product destination*: _____
**specify bldg. and room # for any product over \$1,000*

Justification for purchase: _____

Part #	Detailed description including type of product (e.g. monitor, chemical, book, etc.)	Qty	Unit Price	Cost

Faculty Name (please print) _____
Signature: _____ **Date:** _____

Subtotal \$ _____
Shipping \$ _____
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. Effective Oct. 1 1997, exemption certificates issued to governmental entities no longer have an expiration date.

