



Institute for Research in Electronics and Applied Physics

Small Purchase Order Form

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

Requestor: Email: Phone: KFS Number : Vendor Name: Street: City, State, Zip: Phone: Fax: Website: Contact Person: <hr/> <i>For office use only</i> Vendor Federal ID #:	<i>For office use only</i>	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 Phone: (301) 405-5039 Fax: (301) 314-9437
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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.

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Faculty Approval (please print): _____

Subtotal: \$ _____

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Faculty Signature: _____ Date: _____

Total Cost: \$ _____

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

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