INTERNAL USE ONLY — THIS IS NOT A PURCHASE ORDER

REQUISITION FOR SUPPLIES AND EQUIPMENT

UMBC

REQUISITION No	DEPT	ACCOUNT
DATE		FISCAL YEAR
DO NOT USE THIS SPACE	DATE ITEMS DESIRED	

DIVISION _____

DEPARTMENT _____

SUGGESTED SOURCES OF SUPPLY (OPTIONAL)

TO BE DELIVERED (SPECIFY BUILDING AND ROOM)

TO:

THE PURCHASING DEPT MAY CONTACT THE FOL1OWING PERSON IF ADDITIONAL INFORMATION IS NECESSARY

PHONE

APPROVED _____

DIRECTOR, DEAN, OR HEAD OF DEPARTMENT.

F.O.B

NO	MA	QUANTITY	UNIT OF QUANTITY	ESTIMATED TOTAL COST	BJECT CODE	DO NOT WRITE IN THESE COLUMNS	

NOTE: IF THIS IS AN EMERGENCY PURCHASE PLEASE EXPLAIN BRIEFLY

TOTAL $

APPROVED ACCOUNTING

DATE

APPROVED PROCUREMENT DEPT

BUYER

DATE

P. O.# _____ Typed _____

8008-012 (Rev. 5/95)

PROCUREMENT COPY