

Ordering Requests – Supplies & Equipment

Information regarding how to proceed with ordering:

-All order requests require a completed requisition form (attached highlighted required fields)

Separate requisition forms completed for each vendor/store is required.

- KFS account # and PI approval required for all orders (email approval is acceptable)
- Link to product (if online), include quote, quantity, description of item, amount if known
- Orders over 5K require a purchase order and quote needs to be sent with the request.
- Orders over 25K require a Sole Source completed by the PI, please submit with the order request.

- Campus orders require Business Office approval before submission - Chemistry Store, Physics Machine Shop, Terrapin Works (3D printing), University Printing, etc. *(When in doubt about how to place an order send an email or call before attempting to make purchase)*

- Email all purchase requests to MSE-PURCHASING@umd.edu

Forms can be found at <https://clarknet.eng.umd.edu/materials-science-engineering>

Orders are normally placed within 72 hours, but please keep in mind campus closures and plan accordingly. The requestor will receive an email when packages are ready to be picked up from Business Office Room 2144 Chemical & Nuclear Engr. Bldg. Monday - Friday 9am - 5pm.

If you have any questions regarding ordering please email mse-purchasing@umd.edu

Please reach out to the Business Office staff if you have any questions about placing orders or the status of orders placed.



UNIVERSITY OF MARYLAND

GLENN L. MARTIN INSTITUTE OF TECHNOLOGY
A. JAMES CLARK SCHOOL OF ENGINEERING

Supply / Equipment Order Form

Department of Materials Science & Engineering

Date: 21-Jun-24

Billing Information:

Shipping Information:

Christina Wilson

Shipping Address is the SAME as Billing Address

University of Maryland
Department of Materials Science & Engineering

Attn: (Requestor)

University of Maryland

College Park, MD 20742

Department of Materials Science & Engineering

Phone: (301) 314-2693

2144 Chemical & Nuclear Engineering Building (#90)

Fax: (301) 405-6327

Email: wilson2@umd.edu

College Park, MD 20742

Requestor Email: _____

KFS# _____

Fax: _____

REQ # _____

Lab Ph: _____

PO # _____ 0

Vendor Information:

Vendor: _____

Quote Number: _____

Agent: _____

Contract Number: _____

Address: _____

Justification: _____

Phone: _____

Fax: _____

	Product Description	Web Pg	Cat No.	Pkg.	Qty to Order	Unit Price	Subtotal
1						\$0.00	\$0.00
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00

Authorization Signature: _____

Date: 6/21/2024

Shipping & Handling	
Other	
Tax	
Total	\$ -

Payment Information: (Office Use Only)

Payment by Credit Card : VISA

Ordered by: _____

Cardholder Name: _____

Date Ordered: 06/21/24

Card Number: _____

Expiration Date: _____

Tax Exempt #: 30002563