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.
### Supply / Equipment Order Form

**Department of Materials Science & Engineering**

| Date: | 21-Jun-24 |
|-----------------------------|

#### Billing Information:

- **Name:** Christina Wilson
- **Billing Address:** University of Maryland
- **Department:** Department of Materials Science & Engineering
- **Address:** College Park, MD 20742
- **Phone:** (301) 314-2693
- **Fax:** (301) 405-6327
- **Email:** wilson2@umd.edu

#### Shipping Information:

- **Attn:** (Requestor) Department of Materials Science & Engineering
- **Department:** Department of Materials Science & Engineering
- **Address:** College Park, MD 20742
- **Shipping Address is the SAME as Billing Address**
- **PO #:** 0
- **Shipping & Handling:** 6/21/2024

#### Vendor Information:

- **Vendor:**
- **Agent:**
- **Contract Number:**
- **Address:**
- **Justification:**

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Web Pg</th>
<th>Cat No.</th>
<th>Pkg.</th>
<th>Qty to Order</th>
<th>Unit Price</th>
<th>Subtotal</th>
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**Authorization Signature:**

6/21/2024

**Date Ordered:**

6/21/24

**Payment Information:**

- **Payment by Credit Card:** VISA
- **Cardholder Name:**
- **Card Number:**
- **Expiration Date:**
- **Ordered by:**
- **Date Ordered:** 06/21/24
- **Tax Exempt #:** 30002563

**Total:** $ -