

PURCHASE REQUEST FORM (formerly Local Hosting)

For books, other supplies, catering or a meal at a campus restaurant to be paid by the department. Note—this form cannot be used for Travel.

Complete section A. Then complete section B or C or D depending on what you would like to purchase.

A – REQUESTOR/VENDOR INFORMATION

Requester name: _____
Requester email: _____ Phone #: _____
What is being purchased? _____ (e.g. event catering, books, dinner at the Common)
Purchase reason /event _____ (e.g. book project, conference, lecture series)
Vendor name: _____ (e.g. Papa John's, Amazon, Jane's Excellent Copyediting Services)
Total Cost: \$ _____ Funding source: _____ (e.g. Research Funds, Writers Here and Now, CLCS grant)

B – BOOKS/SUPPLIES.

Please attach invoice/wish list to this form, or email to English_Business@umd.edu. Invoice is required for payment to be made.

C – CATERING. Following the event, you must provide the Business Office with the original itemized receipt for the purchase as well as an attendee list or sign-in sheet. Please remind caterers we are tax exempt. No alcohol may be ordered/purchased.

Vendor contact person: _____ Phone # or email: _____
Event date: _____ Event time: _____
Have you placed the order? Y or N
If Y: please include copy of invoice with this form.
If N: please have vendor send the Business Office the invoice when you place the order. Invoice is required for payment to be made.
Does total cost (above) include delivery fee? Y or N Tip? Y or N
Note: requestor may add tip up to 18% be added on credit card receipt at time of delivery/pick up.

D– RESTAURANT. Following the meal, you must provide the Business Office with the original itemized receipt for the purchase. Please remind servers we are tax exempt. No alcohol may be ordered/purchased.

Meal Date: _____ Meal Time: _____
Whose name is the reservation under? _____
Names of guests attending: _____