



SLLC Purchase Request Form

**Use this form to request purchase of supplies/materials or food/refreshments for events. This form is electronically fillable when you download the file and open it in Adobe.*

Instructions:

1. Submit completed form to sllc-adminaffairs@umd.edu. One form per supplier.
2. For supplies/materials: provide quote, vendor order form (if any), and order links.
3. For food/refreshments: provide a copy of the event flyer and list of invitees/attendees after the event.
4. Keep Per Diem rates in mind for budgeting. Per Diem rates: breakfast \$23; lunch \$26; dinner \$38.
5. Obtain per diem overage approval from SLLC Director if costs go over Per Diem rate. If over twice the Per Diem rate per person, Dean's approval is required.

Requestor Name: _____ Email: _____

Supplier: _____ Supplier Tax ID: _____

Supplier Contact Name: _____ Email/Phone: _____

Accepted Payment Method: ☐ Check ☐ Credit Card ☐ ISR Form (for Mulligan's)

Item Description (Include any delivery costs)	Qty	Unit Price	Total
Grand Total:			

Reason for Purchase: _____

For Food/Refreshments:

Event Name: _____ Event Date & Time: _____

Event Location: _____ Number of Attendees: _____

Program Head/Funding Approval:

Worktag: _____ Account/Project Name: _____

USM/UMCP Foundation Acct: _____ Foundation Acct Name: _____

Authorized Name: _____

Authorized Signature: _____ Date: _____

To be completed by SLLC Administrative Affairs:

Ref#: _____ Spend Date: _____ Workday Doc#: _____ PCard Initial: _____ TCard Initial: _____