UNIVERSITY OF
MARYLAND
COLLEGE OF INFORMATION STUDIES

iSchool Purchase Request Form

COMPLETED FORMS SHOULD BE EMAILED TO YOUR BUSINESS MANAGER

REQUESTOR INFORMATION	
Name	
Email	
Phone	

Per UMD Policy shipments can only be made to official UMD addresses.

INFORMATION ABOUT REQUESTED ITEM(S)				
QUANTITY	*DESCRIPTION AND JUSTIFICATION OF ITEM (attach separate doc if additional space needed)*	*LINK TO PURCHASE*	*AMOUNT*	*ACCOUNT NUMBER**

If grant or contract funds, your signature certifies expenses are directly related to the project and are within the scope of the approved budget.

APPROVAL SIGNATURES	
TOTAL	
Requestor Signature	
PI/Unit Lead Signature	

NOTES:
- In most instances your purchase will be processed by the iSchool within 5 business days.
- Purchases over $5,000 require additional approvals through UMD's Procurement office and may require Sole Source approvals. This can add anywhere between 2-8 weeks to get purchases approved.
- Faculty should reach out to ischooltechsupport@umd.edu before submitting requests for IT equipment and software. The IT team can help provide specs and quotes.