



Department of Psychology

Purchase Request Form

Please complete the form in its entirety for each vendor and email to PSYCPurchases@umd.edu along with specific links to the items as necessary. Allow 48 business hours to complete your request once the executed documentation is received for UMD procurement card transactions. Incomplete forms will be returned. Although the business reason may be obvious to the lab, we need the **specific reason** for each item to add to the campus procurement transaction log.

Orders above \$5,000 cannot be allocated on a UMD procurement card and must be placed in KFS with a longer process time. Recurring monthly or yearly charges require an update Purchase Report Form dated in the current fiscal year.

Requestor and Vendor Information:

Your Name			
Your E-mail		Phone Number	
Suggested Vendor (one per form)			
Suggested Vendor Address or Website			
Suggested Vendor Telephone Number			

Items to be ordered:

	Item Description	KFS Acct Number	Acct Project Name	Estimated Unit Cost	Quantity	Total
Item 1						
Business Reason						
	Item Description	KFS Acct Number	Acct Project Name	Estimated Unit Cost	Quantity	Total
Item 2						
Business Reason						
	Item Description	KFS Acct Number	Acct Project Name	Estimated Unit Cost	Quantity	Total
Item 3						
Business Reason						
	Item Description	KFS Acct Number	Acct Project Name	Estimated Unit Cost	Quantity	Total
Item 4						
Business Reason						
	Item Description	KFS Acct Number	Acct Project Name	Estimated Unit Cost	Quantity	Total
Item 5						
Business Reason						

Additional Comments, Information of Justification for the Purchase Request:

Authorization (PI or Person who the funds belong to):

Print Name

Signature and Date