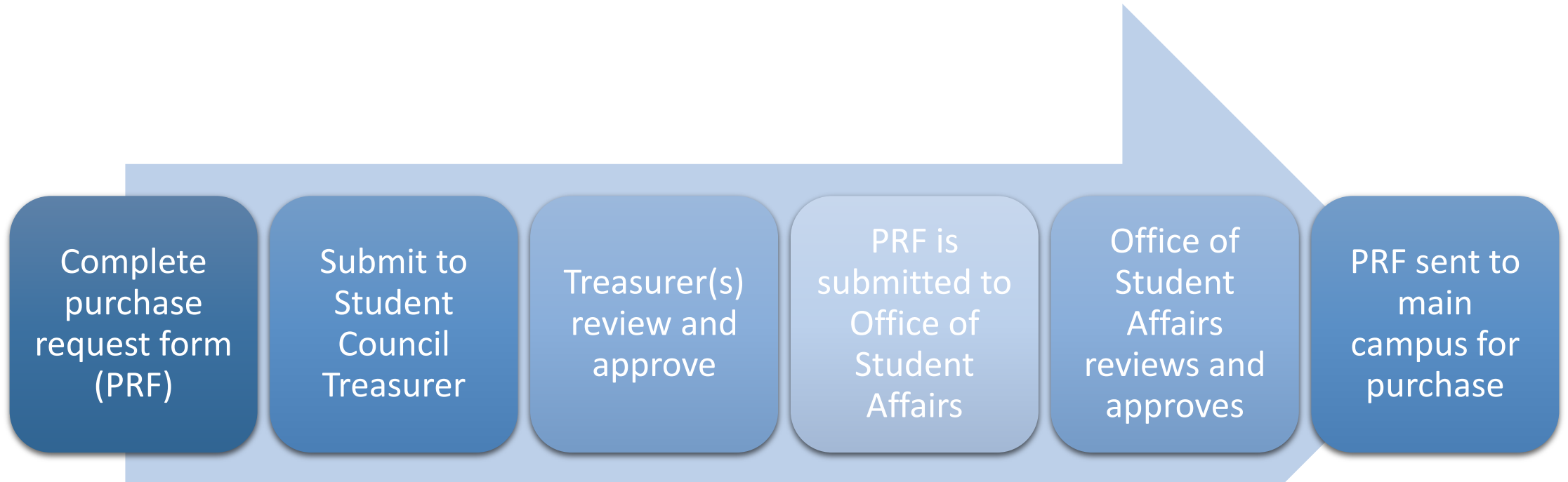


PRF Cycle



***This process takes about 3 weeks from beginning to end**

Complete PRF Packet Includes...

- PRF
- Invoice
- Flyer (if food is being ordered)



Purchase Request Form
Fiscal Year 2017 - 2018



Organization Name		Allocation # or Budget Line		Today's Date	
Initiator (print) _____ Phone _____		Advisor Name (print) _____		Date of Event (if applicable) _____	
E-Mail Address _____		Advisor Signature _____		Event Location (if applicable) _____	
Recommended Vendor _____ Contact _____ Address _____ City/State/Zip _____ Phone _____ Email _____				(A&SF Business Office Use Only)	
Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	Total	
Vendor Payment Options: Credit Card <input type="checkbox"/> Check <input type="checkbox"/>				Grand Total _____	
Justification / Use of item(s) - REQUIRED					
Benefit to the Student Body - REQUIRED					
<p>Only those individuals or positions on the A&SF Business Office's authorized signature list may sign below, and only those Student Organizations registered with the Office of Student Involvement that have received an SGA-approved allocation or bill may request funds for purchases. All purchase requests need to be made at least TEN (10) BUSINESS DAYS prior to the time that items and/or services are required. Please take into consideration required production/shipping times of the vendor. All purchase requests must follow all guidelines set forth by the Student Government Finance Code and the A&SF Business Office's Financial Training. All authorized signatories must have successfully completed the A&SF Business Office's Financial Training. By signing below, you are certifying that you understand these rules and will abide by them.</p>					
IDT BY: Other <input type="checkbox"/> ASF <input type="checkbox"/> Dept Name <input style="width: 150px;" type="text"/> Dept # <input style="width: 100px;" type="text"/> Acct # <input style="width: 100px;" type="text"/>					
P.O. <input type="checkbox"/> P-Card <input type="checkbox"/> P-Cardholder Name <input style="width: 250px;" type="text"/>					
Authorized Signature (1) _____		Authorized Signature (2) _____		ASFBO Accountant Signature _____	
Date _____		Date _____		Date _____	
Print Name _____		Print Name _____		Requisition # _____	
				Initials _____ Date _____	

Completing a PRF

- All requests for purchases must be submitted via a purchase request form (PRF) to the Student Council Treasurer 3 weeks prior to the date of the event
- Vendors paid over phone by main campus accountant via credit card
- Vendors have to agree to be paid by credit card over the phone
 - Takes up to three weeks after the event date for a check to be cut

Completing a PRF cont....

- You need to fill out one PRF for each vendor you are using (either business/individual)
- For speaker fees/honorariums, must provide invoice and W9
- For online purchases, put vendor's website on the address line and attach document with a screenshot of your shopping cart (with all of the items you want to order in it)



**Activity and Service Fee
Business Office**

Purchase Request Form
Fiscal Year 2017 - 2018

**Must be this year's
PRF**
←



Your organization's name MUST be on this form somewhere
→

Must have the date you submitted it to Casey, or Srikar.
←
Must have the date of the event

Organization Name Add group name	Allocation # or Budget Line 955	Today's Date
Initiator (print) Soraya Smith	Phone 407-266-1355	Advisor Name (print) Soraya Smith
E-Mail Address Soraya.Smith@ucf.edu	Advisor Signature	Date of Event (if applicable) MUST HAVE
		Event Location (if applicable) UCF COM

Recommended Vendor **Publix** Contact **Event Planner's Name**
 Address **10615 Narcoossee Rd, Orlando, FL 32832**
 City/State/Zip **Orlando** Phone **407-277-1089**
 Email _____ if applicable

(A&SF Business Office Use Only)

**Must use the Publix
by Moss Park**
←

Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	Total
1	Deli Select Sub	2	26.99	\$ 36.99
2	Apple/Cheese Tray	1	14.99	\$ 14.99
3	Lemonade	1	3.99	\$ 3.99
4	Sweet Tea	1	3.99	\$ 3.99

Must list each item individually as it is on the invoice - Item name, quantity and price
←

Vendor Payment Options: Credit Card Check **Grand Total \$ 76.95**

A justification and benefit must be given
→

Justification / Use of item(s) - REQUIRED
Give a brief description of what this order will be used for

Benefit to the Student Body - REQUIRED
How will this help students?

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IDT BY: Other ASF Dept Name _____ Dept # _____ Acct # _____

P.O. P-Card P-Cardholder Name _____

ONLY Srikar, Phil or Cole may sign off on these
→

Authorized Signature (1) Srikar Reddy	Date	Authorized Signature (2) Philip Wessles	Date	ASFBO Accountant Signature	Date	ASFBO Requisition Approver
Print Name		Print Name		Requisition #		Initials Date



Customer Invoice

Cornerstone at Lake Hart
10615 Narcoossee Rd
Orlando, FL 32832

Phone (407) 275-5507, Fax (407) 275-5509



Customer ID	Customer Information	Company
E+04	Student who placed the orders name and contact information	UCFCOM

Quote	EventID	Event Name	Event Date	Event Time	Pickup Date	Pickup Time
<input type="checkbox"/>	22243	College Function	1/13/2017	11:30 AM	1/13/2017	10:00 AM

Quantity	Item Description	Price	Amount	Notes
1	PBX SUB SELECT SM	\$26.99	\$26.99	Publix Small Sub Selections *** 8 pieces to be Veggie & Provolone cheese *** 4 pieces Roast Beef / 4 pieces Turkey / Provolone & and Swiss cheeses
1	PBX SUB SELECT SM	\$26.99	\$26.99	Publix Small Sub Selections * All variety subs*
2	EP Deli	\$3.99	\$7.98	1 Gallon Lemonade / 1 Gallon Sweet Tea
1	EP Fresh Produce	\$14.99	\$14.99	Apple & Cheese Tray
Estimated Total			\$76.95	
Estimated Service Fee			\$0.00	
Deposit			\$0.00	
Estimated Balance Due			\$76.95	

Event Planner: Lei Lee
Date Event Planned: 12/13/2016

**Prices may vary slightly from this quote. Estimated Balance Due does not include tax or delivery.*

AOA presents the return of a UCF COM tradition

May 16th • 5-7pm
AN ALL CLASS EVENT

Friendly Competition and Celebration of Completion
of Another Year of Medical School

GAMES

OPERATION

TUG-O-WAR

3-LEGGED RACE

POPCORN
& SNO
CONES

**GIANT
INFLATABLE
OBSTACLE
COURSE**

Medical Olympics

Sponsored by



UNIVERSITY OF CENTRAL FLORIDA
College of Medicine

Your Organization's name MUST be on this form somewhere →



Activity and Service Fee Business Office

Purchase Request Form

Fiscal Year 2017 - 2018

Must be this year's

PRF



Must have the date you submitted it to Casey or Srikar. ←
Must have the date of the event ←

Organization Name Add group name	Allocation # or Budget Line 955	Today's Date MUST HAVE DATE SUBMITTED
Initiator (print) Soraya Smith	Phone 407-266-1355	Advisor Name (print) Soraya Smith
E-Mail Address Soraya.Smith@ucf.edu	Advisor Signature	Date of Event (if applicable) MUST HAVE
		Event Location (if applicable) UCF COM

Recommended Vendor **Papa John's** Contact **Ask for name**
 Address **10727 Narcoossee Rd.**
 City/State/Zip **Orlando, FL 32828** Phone **(407) 658-9191**
 Email _____

Ask for the person's name who you placed the order with.
ALSO – GIVE YOUR NAME when ordering for the receipt and give your phone number for delivery instructions ←

Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	
1	Cheese Pizza	4	14	\$ 56.00
2	Pepperoni	4	14	\$ 56.00
3	2L soda	4	3	\$ 12.00
4	Delivery Fee & tip	1	15	\$ 15.00
5	Discount	1	-64	-\$ 64.00
Grand Total				\$ 75.00

Vendor Payment Options: Credit Card Check

Justification / Use of item(s) - REQUIRED
Give a brief description of what this order will be used for

Benefit to the Student Body - REQUIRED
How will this help students?

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IDT BY: Other ASF Dept Name _____ Dept # _____ Acct # _____
 P.O. P-Card P-Cardholder Name _____

Authorized Signature (1)	Date	Authorized Signature (2)	Date	ASFBO Accountant Signature	Date	ASFBO Requisition Approver
Srikar Reddy		Philip Wessles				
Print Name		Print Name		Requisition #		Initials Date
Srikar Reddy		Philip Wessles				

A justification and benefit must be given →

ONLY Srikar, Phil or Cole may sign off on these →

← Must list each item that you ordered. Can put delivery fee and tip together. The numbers on the receipt should line up with what is listed here

Sample to submit with PRF

TAX EXEMPT

Name: ucf college of medicine Jeremy
Tran
Address: Ucf College Of Medicine
N
6850 Lake Nona Blvd
Orlando FL 32827
Phone#: (407) 266-1000 Sector: SW8

Order #: 0001 Phone /Delivery
Delivery Remarks: 904-2530691

Heather 01/27/2017 11:15 AM
Out Time: 11:32 AM

4 <14> 14" Original	56.00
+4 Garlic Sauce Cup	
+4 Pepperoncini Pepper	
4 <14> 14" Original	56.00
+4 Pepperoncini Pepper	
+4 Garlic Sauce Cup	
+Pepperoni	
1 2Ltr Pepsi	3.00
1 2Ltr Diet Pepsi	3.00
1 2Ltr Mist TWST	3.00
1 2Ltr Dr Pepper	3.00
30 Plates	0.00
30 Napkins	0.00
30 Cups	0.00
Delivery Fee	3.00

Subtotal:	127.00
Discount:	64.00
Food Tax:	0.00
Beverage Tax:	0.00
Total Tax:	0.00

=====
Total: 63.00

sixty three dollars and 00/100 cents

Any delivery fee charged is not a tip
for the Driver. Please reward your
driver with a tip for outstanding
service.

Receipt to submit afterwards

Thank You For Choosing
Papa Johns
Restaurant # 3447
10721 Narcoossee Rd
Orlando FL 30010
(407) 658-9191

Name: ucf college of medicine Jeremy
Tran
Address: Ucf College Of Medicine
N
6850 Lake Nona Blvd
Orlando FL 32827

Order #: 0001 Phone /Delivery
11:15 AM
Heather 01/27/2017
Out Time 11:32 AM

Card Type: Visa
Account #: xxxx7214
Authorization #: 000436
Reference #: 419338
Batch ID:

Subtotal:	63.00
Tax:	0.00
Total:	63.00
Visa:	63.00

Tip: \$ 12.00

Total: \$ 75.00

Additional Tender Amt: 0.00

Any delivery fee charged is not a tip for the
driver. Please reward your Driver with a tip
for outstanding service.

Customer Signature

Customer Copy

Any delivery fee cha is a tip
for the Driver. Pl re your
driver with a tip out ding
service.

Better Ingredients
Better Pizza

AOA presents the return of a UCF COM tradition

May 16th • 5-7pm
AN ALL CLASS EVENT

Friendly Competition and Celebration of Completion
of Another Year of Medical School

GAMES

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College of Medicine

Your organization's name MUST be on this form somewhere →



Activity and Service Fee Business Office

Purchase Request Form
Fiscal Year 2017 - 2018

Must be this year's PRF ←



Must have the date you submitted it to Casey, or Srikar. ←
Must have the date of the event

Organization Name Add group name		Allocation # or Budget Line 955	Today's Date MUST HAVE DATE SUBMITTED	
Initiator (print) Soraya Smith	Phone 407-266-1355	Advisor Name (print) Soraya Smith	Date of Event (if applicable) MUST HAVE	
E-Mail Address Soraya.Smith@ucf.edu		Advisor Signature	Event Location (if applicable) UCF COM	
Recommended Vendor AMAZON		Contact	(A&SF Business Office Use Only)	
Address				
City/State/Zip Orlando		Phone		
Email				
Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	Total
1	4 drawer storage cart	1	11.75	\$ 11.75
2	Paper gift tags	1	5.49	\$ 5.49
3	Ribbon	1	5.99	\$ 5.99
4	2 gallon zip bag	1	18.99	\$ 18.99
Vendor Payment Options: Credit Card <input type="checkbox"/> Check <input type="checkbox"/>			Grand Total	\$ 42.22

Must list each item individually as it is in the shopping cart – Item name, quantity and price ←

A justification and benefit must be given →

Justification / Use of item(s) - REQUIRED
Give a brief description of what this order will be used for

Benefit to the Student Body - REQUIRED
How will this help students?

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IDT BY: Other ASF Dept Name Dept # Acct #

P.O. P-Card P-Cardholder Name

ONLY Srikar, Phil or Cole may sign off on these →

Authorized Signature (1)	Date	Authorized Signature (2)	Date	ASFBO Accountant Signature	Date	ASFBO Requisition Approver
Srikar Reddy		Philip Wessles				
Print Name		Print Name		Requisition #		Initials Date

Try Prime

All

Browsing History

EN

4

get a **\$50 Amazon.com Gift Card** instantly upon approval for the **Amazon Rewards Visa Card**

Current Total: \$ 42.22
Savings: - \$ 50.00
Cost After Savings: \$ 0.00
Savings Remaining: \$ 7.78

Apply now

Your order qualifies for **FREE Shipping**
 Choose this option at checkout. [See details](#)

Subtotal (4 items): \$42.22

This order contains a gift

Proceed to checkout

or

Sign in to turn on 1-Click ordering.

Estimate your shipping and tax

Order summary

Shipping to:

Items (4)	\$42.22
Estimated shipping & handling	FREE
Total before tax	\$42.22
Estimated tax to be collected	\$1.99
Estimated order total	\$44.21

**Frequently bought with Plaqsearch
 Advanced Disclosing Chew Tablets - Pack
 Of 20 Tablets**

-  **Zacr Kids Toothbrush...**
111
\$1.29
-  **Plak Smacker Plaque...**
204
\$7.00
-  **Zacr Kids Toothbrush...**
111
\$1.70

-  **GUM Red-Cote...**
11
\$11.45

Shopping Cart



IRIS 4-Drawer Storage Cart with Organizer Top, Gray by IRIS USA, Inc.

In Stock
 Eligible for FREE Shipping
 This is a gift [Learn more](#)

Delete Save for later

Price Quantity
\$11.75 1



UEETEK 100pcs Kraft Paper Gift Tags Christmas Tree Tags Present Gift Labels with 10M Hemp Rope ,Red by UEETEK

In Stock
 Eligible for FREE Shipping
 Gift options not available. [Learn more](#)

Delete Save for later

\$5.49 1



Curling Ribbon - 5mm wide - Gold - 100 yards by Darice

In Stock
 Gift options not available. [Learn more](#)

Delete Save for later

1



Ri Pac 2 Gallon Slide Zipper Freezer Bags - 100 Count - Food Storage by Ri Pac

In Stock
 Eligible for FREE Shipping
 Gift options not available. [Learn more](#)

Delete Save for later

1

Subtotal (4 items): \$42.22

Saved for later (2 items)



Dynarex Tongue Depressor Senior, Sterile, 6 Inches, 100 Count by Dynarex

In stock. Usually ships within 2 to 3 days.
 Shipped from: **Treasure Zone**

Delete Move to Cart Move to Wish List

\$5.94

Completing a PRF cont...

- Do not sign the form or have anyone from your group sign the form
- For any event involving food, must include a flyer with SGA logo
- Financial Training available for all students -

<https://osi.ucf.edu/blog/rso-info/asf-financial-training/>

Important Points

- Do NOT purchase items with your own money. Main campus will NOT reimburse you!
- Businesses/individuals not already approved by UCF main campus as vendors must fill out and turn in an UPDATED W-9 before receiving funds
 - This can take up to 8 weeks to process; be aware of that for your events
- **Cannot sign a contract as representing UCF**

Commonly Used Vendors

Dining

- Publix (ONLY the Cornerstone at Lake Hart location) – must submit invoice from Apron's Event Planning
- Papa John's, Domino's, Pizza Hut (call for discount!) – make sure to add tip on your PRF
- Chick-Fil-A
- Check out the new COM Cafe

ITEMS

- Amazon – NO PRIME!!!
- Dollar Tree
- Oriental Trading
- Staples
- Walmart

Commonly Used Vendors cont....

- When ordering pizza you **MUST** get a receipt at either pick up or from the delivery person and bring it to either Casey or Soraya the day of.
- When ordering pizza or food for delivery make sure you give the person's name who will be picking up the order and group name for the order.

Speaker Funding

- What can speaker funds be used for?
 - Honorarium
 - Travel Expenses
 - Hotel
 - Meals
 - Transportation
- BUT – you do not specify this on the PRF!
- Submit a “speaker fee” PRF with invoice
- Cannot provide a speaker fee to UCF faculty or staff