



Purchase Request Form
Fiscal Year 2018 - 2019





Organization Name Medical School Programming		Budget Line, Allocation #, or Senate Bill # 71100007		Today's Date 6/26/18	
Initiator (print) Soraya Smith		Phone 407-266-1355		Advisor Name (print) Casey Smith	
E-Mail Address Casey.Smith@ucf.edu		Advisor Signature		Date of Event (if applicable) 8/7/18	
Event Location (if applicable) UCF COM		(A&SF Business Office Use Only)			
<div style="display: flex; justify-content: space-between;"> <div> Recommended Vendor Amazon Address _____ City/State/Zip _____ Email _____ </div> <div> Contact _____ Phone _____ </div> </div>					
Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	Total	
1	First Aid Book	1	36.11	\$ 36.11	
2	Mars Chocolate Favorites Fun Size Candy Bars Variety Mix 33.9 Ounces (60-Piece Bag)	1	10.49	\$ 10.49	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
Vendor Payment Options: Credit Card <input type="checkbox"/> Check <input type="checkbox"/>				Grand Total	
				\$ 46.60	
Justification / Use of item(s) - REQUIRED The organization fair is an opportunity to introduce AMSA to the incoming class and to encourage their involvement in our future events.					
Benefit to the Student Body - REQUIRED This will introduce incoming M1s to AMSA.					
<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:350px;" type="text"/>					
Authorized Signature (1) Robert Pell		Date 7/6/2018		Authorized Signature (2) Kevin Petersen	
Print Name		Date		ASFBO Accountant Signature	
Requisition #		Initials		Date	

Items for AMSA Booth at Organization Fair

- First Aid Book: https://www.amazon.com/First-USMLE-Step-2018-28th/dp/1260116123/ref=sr_1_1?ie=UTF8&qid=1530030206&sr=8-1&keywords=first+aid+book
- Mars Chocolate Favorites Fun Size Candy Bars Variety Mix: https://www.amazon.com/Mars-Chocolate-Favorites-Variety-60-Piece/dp/B00VZB1E4E/ref=sr_1_14_sspa?s=grocery&ie=UTF8&qid=1530031048&sr=1-14-spons&keywords=candy&psc=1

Shopping Cart

		Price	Quantity
	First Aid for the USMLE Step 1 2018, 28th Edition by Tao Le Paperback Only 8 left in stock - order soon. Shipped from: Vault_of_Books Gift options not available. Learn more Delete Save for later	\$36.11	1 ▾
	Mars Chocolate Favorites Fun Size Candy Bars Variety Mix 33.9 Ounces (60-Piece Bag) Usually ships within 3 to 5 days ✓prime Prime member exclusive <input type="checkbox"/> This is a gift Learn more Delete Save for later	\$10.49	1 ▾

Subtotal (2 items): \$46.60



**College of
Medicine**

UNIVERSITY OF CENTRAL FLORIDA

Orientation Fair

August 7th from 1:30-5pm

COM 1st and 2nd floor

Come meet the UCF COM
student organizations and sign
up for more information!

