



**Purchase Request Form**  
**Fiscal Year 2018 - 2019**



Organization Name <b>Medical School Programming</b>		Budget Line, Allocation #, or Senate Bill # <b>71100007</b>		Today's Date <b>7/1/18</b>	
Initiator (print) Phone <b>Soraya Smith 407-266-1355</b>		Advisor Name (print) <b>Casey Smith</b>		Date of Event (if applicable) <b>8/7/18</b>	
E-Mail Address <b>Casey.Smith@ucf.edu</b>		Advisor Signature		Event Location (if applicable) <b>UCF COM</b>	
Recommended Vendor <b>Publix</b>		Contact <b>Sonia</b>		(A&SF Business Office Use Only)	
Address <b>10615 Narcoossee Rd</b>					
City/State/Zip <b>Orlando, FL 32832</b>		Phone <b>407-277-1089</b>			
Email					
<b>Item #</b>	<b>Description - Attach all quotes and/or any documentation</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	
<b>1</b>	<b>One Large Petit Four Platter</b>	<b>1</b>	<b>36.99</b>	<b>\$ 36.99</b>	
<b>2</b>	<b>Oreo Double Stuff Cookies Family Size</b>	<b>1</b>	<b>4.49</b>	<b>\$ 4.49</b>	
<b>3</b>	<b>250ct Napkins</b>	<b>1</b>	<b>1.89</b>	<b>\$ 1.89</b>	
				<b>\$ 0.00</b>	
				<b>\$ 0.00</b>	
Vendor Payment Options: Credit Card <input type="checkbox"/> Check <input type="checkbox"/>			<b>Grand Total</b>	<b>\$ 43.37</b>	
Justification / Use of item(s) - <b>REQUIRED</b> <b>To generate interest in our tabling event during the Orientation Fair</b>					
Benefit to the Student Body - <b>REQUIRED</b> <b>To encouragement and provide information to students during the orientation fair to get involved with AMWA and the many events planned for this year.</b>					
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 <b>TEN (10) BUSINESS DAYS</b> 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.					
IDT BY: Other <input type="checkbox"/> ASF <input type="checkbox"/> Dept Name <input type="text"/> Dept # <input type="text"/> Acct # <input type="text"/> P.O. <input type="checkbox"/> P-Card <input type="checkbox"/> P-Cardholder Name <input type="text"/>					
Authorized Signature (1) <b>Robert Pell</b>		Authorized Signature (2) <b>Kevin Petersen</b>		ASFBO Accountant Signature	
Date <b>7/6/2018</b>		Date <b>7/6/2018</b>		Date	
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	Your Name	
	FL	

Quote	EventID	Event Name	Event Date	Event Time	Pickup Date	Pickup Time
<input type="checkbox"/>	31443	school event	8/7/2018	12:00 PM	8/7/2018	11:00 AM

Quantity	Item Description	Price	Amount	Notes
1	LRG PETIT FOUR PLT	\$36.99	\$36.99	One Large Petit Four Platter
1	PUB PRINT NAPKN	\$1.89	\$1.89	1-250ct Napkins
1	EP Grocery	\$4.49	\$4.49	1- Oreo Double Stuf Cookies Family Size
<b>Estimated Total</b>			\$43.37	
<b>Estimated Service Fee</b>			\$0.00	
<b>Deposit</b>			\$0.00	
<b>Estimated Balance Due</b>			\$43.37	

**Event Planner:** Sonia

**Date Event Planned:** 7/1/2018

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



**College of  
Medicine**

UNIVERSITY OF CENTRAL FLORIDA

## Orientation Fair

August 7<sup>th</sup> from 1:30-5pm

COM 1<sup>st</sup> and 2<sup>nd</sup> floor

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

