



**Activity and Service Fee
Business Office**

**Purchase Request Form
Fiscal Year 2019 - 2020**



Organization Name Medical School Programming		Budget Line, Allocation #, or Senate Bill # 71100007-89	Today's Date 8/7/19
Initiator (print) Soraya Smith	Phone 407-266-1357	Advisor Name (print) Casey Smith	Date of Event (if applicable) 8/23/19
E-Mail Address Casey.Smith@ucf.edu		Advisor Signature	Event Location (if applicable) UCF COM

Recommended Vendor **Amazon** 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
1	First Aid Book	1	36.11	\$ 36.11
2	Mars Chocolate Favorites Fun Sized Candy Bards Variety Mix 33.9 Oz (60 Piece Bag)	1	10.49	\$ 10.49
				\$ 0.00
				\$ 0.00
				\$ 0.00

Vendor Payment Options: Credit Card Check 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 future events

Benefit to the Student Body - REQUIRED
This will introduce incoming M1s to AMSA

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 **must** be submitted 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. **DO NOT** purchase any items(s) unless instructed by the assign account as we do not offer reimbursements after-the-fact. 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 ASF Dept Name _____ Dept # _____ Acct # _____
 P.O. P-Card P-Cardholder Name _____

Authorized Signature (1) Margaret Kennedy	Date	Authorized Signature (2) Michael Fiorino	Date	ASFBO Accountant Signature	Date	ASFBO Requisition Approver
Print Name		Print Name		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



UCF

**College of
Medicine**

UNIVERSITY OF CENTRAL FLORIDA

Orientation Fair

August 7th from 1:30-5pm

COM 1st & 2nd floor

**Come meet the UCF COM MD Program
Student Organizations and sign up for
more information!**

