**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:**

---

**Recommended Vendor:**

Amazon

**Contact:**

---

**Address:**

---

**City/State/Zip:**

---

**Phone:**

---

**Email:**

---

---

---

**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 Bars Variety Mix 33.9 Oz (60 Piece Bag) | 1 | $10.49 | $10.49

---

**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&S 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&S Business Office's Financial Training. **DO NOT** purchase any item(s) unless instructed by the assignee accountant as we do not offer reimbursements after-the-fact. All authorized signatories must have successfully completed the A&S 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): [ ]

Date: [ ]

Authorized Signature (2): [ ]

Date: [ ]

ASFB BO Accountant Signature: [ ]

Date: [ ]

ASFB BO Requisition Approver: [ ]

---

Print Name: Margaret Kennedy

Print Name: Michael Fiorino

---

Revised 7/19 Previous Form Obsolete
Items for AMSA Booth at Organization Fair

- 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](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**

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

Subtotal (2 items): $46.60
 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!