



**Activity and Service Fee  
Business Office**

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



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

Address <b>10727 Narcoossee Rd.</b>	Contact (Manager's Name)	(A&SF Business Office Use Only)
City/State/Zip <b>Orlando, FL 32832</b>	Phone <b>407-658-9191</b>	
Email		

Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	Total
1	Large Pepperoni Pizza	5	16.00	\$ 80.00
2	Large Cheese Pizza	5	14.00	\$ 70.00
3	2liter Pepsi & Sierra Mist	4	3	\$ 12.00
4	Discount (ask for one)	1	-50.00	-\$ 50.00
5	Delivery Fee (\$4) & Tip (\$26)	1	30.00	\$ 30.00

Vendor Payment Options: Credit Card <input checked="" type="checkbox"/> Check <input type="checkbox"/>	<b>Grand Total</b>	<b>\$ 142.00</b>
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**Justification / Use of item(s) - REQUIRED**  
**Pizza and drinks will provide students food during the meeting which occurs during the lunch hour between classes.**

**Benefit to the Student Body - REQUIRED**  
**Providing lunch to the students allows them to focus on the meeting without worrying about missing a meal between classes**

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) <b>Margaret Kennedy</b>	Date	Authorized Signature (2) <b>Michael Fiorino</b>	Date	ASFBO Accountant Signature	Date	ASFBO Requisition Approver
Print Name		Print Name		Requisition #		Initials Date

Thank You For Choosing  
Papa John's Pizza  
Restaurant #3447  
(407)658-9191

Name: \_\_\_\_\_  
Address: 1 UCF College of Medicine 1b  
ORLANDO FL 32827  
Phone#: (386) 846-3629

Order #: 0001 Phone / Delivery  
Delivery Remarks: Call 386-846-3629 when  
arrive pleas

William 08/23/2018 11:15 AM  
Out Time:

5	<14> 14" Original	80.00
	+5 Pepperoncini Peppers	
	+5 Garlic Sauce Cup	
	+Pepperoni	
5	<14> 14" Original	70.00
	+5 Pepperoncini Peppers	
	+5 Garlic Sauce Cup	
2	2Ltr Pepsi	6.00
2	2Ltr Sierra Mist	6.00
	Delivery Fee	4.00

Subtotal:	166.00
Discount:	50.00
Food Tax:	6.50
Beverage Tax:	0.78
Tip:	0.00
Total Tax:	7.28

Total: 123.28

one hundred twenty three dollars and 28/100 cent  
s

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

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

The American Medical Women's Association & Students Interested in Academic Medicine chapters proudly present:

# Dean Deborah German

Founding Dean of UCF College of Medicine

Discussion Topics:

- ❖ Academic Medicine
- ❖ Her Journey to Success
- ❖ Empowering Women
- ❖ How to Accomplish Your Aspirations

Sponsored by:



When:

Thursday,  
August 23  
12pm

Where:

Room 104

Bonus:

Free Pizza!

AMWA

SIAM

