



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) Phone Soraya Smith 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 Publix		Contact Lindsey		(A&SF Business Office Use Only)
Address 10615 Narcoossee Rd				
City/State/Zip Orlando, FL 32832		Phone 407- 277-1089		
Email _____				
Item #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	Total
1	One Large Petit Four Platter	1	36.99	\$ 36.99
2	Oreo Double Stuff Cookies Family Size	1	4.49	\$ 4.49
3	250ct Napkins	1	1.89	\$ 1.89
				\$ 0.00
				\$ 0.00
Vendor Payment Options: Credit Card <input type="checkbox"/> Check <input type="checkbox"/>			Grand Total	\$ 43.37
Justification / Use of item(s) - REQUIRED To provide lunch for students interested in attending a discussion on Emergency Medicine				
Benefit to the Student Body - REQUIRED To encourage sustenance during a lunch meeting between mandatory sessions and learn about the EM field.				
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 <input type="checkbox"/> ASF <input type="checkbox"/> Dept Name _____ Dept # _____ Acct # _____				
P.O. <input type="checkbox"/> P-Card <input type="checkbox"/> P-Cardholder Name _____				
Authorized Signature (1)	Date	Authorized Signature (2)	Date	ASFBO Accountant Signature Date
Print Name		Print Name		Requisition #
Margaret Kennedy		Michael Fiorino		
				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
<i>Estimated Total</i>			\$43.37	
<i>Estimated Service Fee</i>			\$0.00	
<i>Deposit</i>			\$0.00	
<i>Estimated Balance Due</i>			\$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.*

emergency MEDICINE INTEREST GROUP

Dr. Ladde

- **Monday**
- **8/12/2019**
- **Room 116 at 12pm**

Come join us for EMIG's first lunch meeting of the year!

Dr. Jay Ladde will discuss the field of emergency medicine as a whole and we will discuss this year's events. The raffle reveal for early EDC signup will also take place during this meeting!



UCF

College of
Medicine

UNIVERSITY OF CENTRAL FLORIDA

