# Purchase Request Form

**Medical School Programming**

**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  
**Event Location (if applicable):** UCF COM

**Recommended Vendor:** Publix

**Address:** 10615 Narcoossee Rd

**City/State/Zip:** Orlando, FL 32832

**Contact:** Lindsey

**Phone:** 407-277-1089

## 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

**Vendor Payment Options:** Credit Card  
Check

**Grand Total:** $43.37

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**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 unless instructed by the assigned accountant 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**

**P.O.**  
**P-Card**

**P-Cardholder Name**

**Authorized Signature (1):**

- **Date**

**Authorized Signature (2):**

- **Date**

**ASFBO Accountant Signature:**

- **Date**

**ASFBO Requisition Approver:**

- **Date**

**Print Name:**

- Margaret Kennedy

**Requisition #:**

- Michael Fiorino

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**Revised 7/19 Previous Form Obsolete**
### Customer Invoice

**Cornerstone at Lake Hart**  
10615 Narcoossee Rd  
Orlando, FL 32832  
Phone (407) 275-5507, Fax (407) 275-5509

<table>
<thead>
<tr>
<th>Customer ID</th>
<th>Customer Information</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>E+04</td>
<td>Your Name</td>
<td>FL</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Quote</th>
<th>EventID</th>
<th>Event Name</th>
<th>Event Date</th>
<th>Event Time</th>
<th>Pickup Date</th>
<th>Pickup Time</th>
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<tbody>
<tr>
<td></td>
<td>31443</td>
<td>school event</td>
<td>8/7/2018</td>
<td>12:00 PM</td>
<td>8/7/2018</td>
<td>11:00 AM</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
<th>Price</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LRG PETIT FOUR PLT</td>
<td>$36.99</td>
<td>$36.99</td>
<td>One Large Petit Four Platter</td>
</tr>
<tr>
<td>1</td>
<td>PUB PRINT NAPKN</td>
<td>$1.89</td>
<td>$1.89</td>
<td>1-250ct Napkins</td>
</tr>
<tr>
<td>1</td>
<td>EP Grocery</td>
<td>$4.49</td>
<td>$4.49</td>
<td>1- Oreo Double Stuf Cookies</td>
</tr>
</tbody>
</table>

**Estimated Total**  
$43.37

**Estimated Service Fee**  
$0.00

**Deposit**  
$0.00

**Estimated Balance Due**  
$43.37

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

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**Event Planner:**  
Sonia

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

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*Sunday, July 01, 2018*
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!