

Purchase Request Form
Fiscal Year 2021-2022



Note: 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 and shipping times of the supplier.

Organization (if applicable)		Allocation #, Senate Bill #, or BL #		Today's Date	
Initiator's Name (Print) Phone		Advisor's Name (Print)		Event Date (if applicable)	
Email Address		Advisor's Signature <i>Casey Smith</i>		Event Location (if applicable)	
Supplier Name		Contact Name		(A&SF Business Office Use Only)	
Supplier Address		City State Zip			
Phone		Email			
Item #	Description - Attach all quotes and/or documentation	Quantity	Unit Price	Total	
Supplier Payment Option		Credit Card	Check	Grand Total	
Justification or Use of Item(s) - REQUIRED					
Benefit to Student Body - REQUIRED					
Name (Print)		Authorized Signature <i>Danilo Gonzalez</i>		Date	
2 nd Authorized Name (Print)		2 nd Authorized Signature <i>Jamie Gonzalez</i>		Date	
IDT BY	Other	ASF	Dept Name	Dept #	Acct #
P.O.	P-card	P-cardholder Name			
Accounting Specialist Signature		Date	Requisition #	Initials	Date

Important Note:

- Only those individuals or positions on the A&SF Business Office's authorized signature list may sign above, and only those Student Organizations registered with the Office of Student Involvement that have received an SG-approved allocation or bill may request funds for purchases.
- All purchase requests must follow all guidelines set forth by the Student Government Finance Code, A&SF Business Office's Financial Training, and University guidelines.
- DO NOT** purchase any items(s) unless instructed by the assigned Accounting Specialist, 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 above, you are certifying that you understand these rules and will abide by them.

Shopping Cart

[Deselect all items](#)

Price



Zebra Pen Z-Grip Retractable Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 24 Pack (Packaging may vary)

★★★★☆ (13,514)

In Stock

✓prime & FREE Returns ▾

Gift options not available. [Learn more](#)

Color: Black

13

Delete

Save for later

Compare with similar items

\$7.59

Save more with
[Subscribe & Save](#) ▾



Taylors of Harrogate Assorted Specialty Teas Box , 48 count (Pack of 1)

by Taylors of Harrogate

★★★★☆ (30,323)

#1 Best Seller in Tea Samplers

In Stock

✓prime

☐ This is a gift [Learn more](#)

Style: Teabags

Flavor Name: Classic Tea Variety Box

Size: 48 Count (Pack of 1)

Qty: 2 ▾

Delete

Save for later

Compare with similar items

\$11.49

Save 5% now with
[Subscribe & Save](#) ▾



FOCUSLINE 300 Piece Compostable Paper Plates Set - EXTRA LONG UTENSILS, Heavy Duty Biodegradable Sugar...

\$29.99

★★★★★ (83)

In Stock

✓prime & FREE Returns ▾

☐ This is a gift [Learn more](#)

Size: 300Pack Dinnerware with Napkins

10

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

If You Care Aluminum Foil– Pack of One 50 Sq. Ft. Roll - 100% Recycled Tin Foil Kitchen Wrap

\$6.29

[Save more with
Subscribe & Save](#) ▾

by If You Care

★★★★★ (1,362)

In Stock

✓prime

☐ This is a gift [Learn more](#)

Item Package Quantity: 1

Qty: 1 ▾

[Delete](#)

[Save for later](#)

[Compare with similar items](#)



Subtotal (26 items): \$427.84

Aluminum Foil (Quantity – 1)

https://www.amazon.com/CARE-100-Recycled-Aluminum-Foil/dp/B001T6EXTS/ref=sr_1_1?keywords=if%2Byou%2Bcare%2Baluminum%2Bfoil&qid=1638975344&sr=8-1&th=1

FOCUSLINE 300 Piece Compostable Paper Plates Set (Quantity – 10)

https://www.amazon.com/FOCUSLINE-Piece-Compostable-Paper-Plates/dp/B0856RHF9/ref=sr_1_2?keywords=focusline+300+piece+compostable&qid=1638975505&sr=8-2

Zebra Pen Z-Grip Retractable Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 24 Pack (Packaging may vary) (Quantity – 13)

https://www.amazon.com/gp/product/B001BZ6ZN4/ref=ox_sc_act_title_1?smid=ATVPDKIKX0DER&th=1

Taylor's of Harrogate Assorted Specialty Teas Box , 48 count (Pack of 1) (Quantity – 2)

https://www.amazon.com/gp/product/B0062JSYEW/ref=ox_sc_act_title_2?smid=ATVPDKIKX0DER&psc=1



MEDPACT
..... GLOBAL HEALTH
AT THE **UCF COLLEGE OF MEDICINE**

presents

GLOBAL HEALTH CONFERENCE XI

Topic :
Healthcare
Activism and
The New Scope of
Practice

SATURDAY
January 15, 2022
8AM-5PM

HYBRID

Join us in
person at the
UCF College of
Medicine or
online via Zoom

Opportunities

Participants have the opportunity to network, develop leadership skills, engage in interactive workshops, and present and review research projects.



KEYNOTE SPEAKER
Christine Ngaruiya,
MD, MSc, DTMH
Emergency Physician and
Global Health Researcher
from Yale University



Registration

- Free to UCF students
- \$15 dollars Zoom
- \$30 in person
- Breakfast and lunch provided in person

Register now at :

UCFGLOBALHEALTH.ORG