

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 Rodriguez</i>		Date	
2 nd Authorized Name (Print)		2 nd Authorized Signature <i>Jane 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.

Delivery
NOT PAID
Domino's Pizza
3149
(407) 919-6161

Rewards Code: TK98FT8J
12/17/2021

11:45 AM

Server 1996
Order 13

TIMED * TIMED

Domino's Pizza #3149

SHIVANI GUPTA
6850 LAKE NONA BLVD
UCF COLLEGE OF MEDICINE
(407) 579-4100

Order-----

4 14" HandToss Pizza	\$43.96
4 14" HandToss Pizza	\$50.96
Pepperoni	
1 Delivery Charge	\$3.00

Sub Total	\$97.92
Tax 1	\$4.75

Total	\$102.67
-------	----------

-----Payments-----

Balance Due	\$102.67
-------------	----------

THIS ORDER CAN STILL EARN
POINTS TOWARD FREE PIZZA!
VISIT [DOMINOS.COM/CLAIMREWARDS](https://dominos.com/claimrewards)
WITHIN 30 DAYS TO CLAIM
YOUR POINTS.

NOW HIRING!
[CAREERS.DOMINOS.COM](https://careers.dominos.com)

UCF COM Class 2025 Council Presents

WINTER HOLIDAY PARTY

Come have Christmas snacks and pizza to celebrate the end of the calendar year!

When: December 17, 2021

Where: Student Lounge

