

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>Danika Gonzalez</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.



Your Publix Catering quote is ready

Catering.0886@publix.com <Catering.0886@publix.com>
T

Mon, Feb 21, 2022 at 6:30 PM

Updated invoice.

Thank you,
Sonia

Customer Quote



CORNERSTONE AT LAKE HART
10615 NARCOOSSEE ROAD
ORLANDO, FL



Phone: 1-833-PCATERS (1-833-722-8377), (833) 722-8377 Email:
Catering.0886@publix.com

Customer Details

Customer Name : Sarah H.
Phone Number :
Email :

Event Details

Event ID :
Event Name : Hay- ISP
Event Placed By : Sonia Freire
Delivery Date & Time :
03/08/2022 4:30 PM
Delivery Address : UCF COM
Orlando, FL 32827

Quantity	Item Description	Price	Amount	Ordered Online	Paid Online	Special Instructions
1	Bakery	16.99	16.99	N	N	One Medium Gourmet Cookie Bites- Assorted
1	Boar's Head Mediterranean Naan Platter, Large	35.99	35.99	N	N	
1	Publix Deli Caprese Salad Platter Medium	44.99	44.99	N	N	
1	Publix Entertaining Dinnerware Combo	2.79	2.79	N	N	
1	Boar's Head Classic Slider Trio, Large	69.99	69.99	N	N	
Extras						
Include Mayo Packets						
Include Mustard Packets						

Estimated Balance Due \$170.75

*Prices may vary slightly from this page. Estimated Balance Due does not include tax.

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JOIN US FOR A PANEL ON
HEALTHCARE FOR PERSONS WITH
INTELLECTUAL AND DEVELOPMENTAL
DISABILITIES (IDD), FEATURING
**SPECIAL OLYMPICS FLORIDA HEALTH
MESSENGERS** AND PHYSICIANS

TUES MARCH 8, 6-7 PM
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In partnership with **Special Olympics Florida**

*There will be food!

