

EXPENSE REQUEST FORM
SDES Finance Business Center

Employee/Initiator Name
and
Organization Name (RSO)

Date

Location

Phone #

Address
City/St/Zip

Purchase Type:Expense CardRequisitionChange Order

Email

Reimbursement (not travel)

DEPARTMENTAL BUDGET DETAILS

SUPPLIER INFORMATION

Cost Center #		Supplier Name/Number	
Legacy Department (People Soft #)		Supplier Phone Number	
Fund		Supplier Email	
Program		Supplier Address	
Gift (ID is the same as Foundation number)		Has the supplier been added to WorkDay?	YesNoIf No, the supplier must go to the Prospective Supplier Portal
Division		State Contract?	YesNoDon't Know
		State Contract Number and Expiration Date	

PURCHASE DETAILS				
Item Description	Product/SKU/UPC	Quantity	Price	Total
ORDER TOTAL				

QUOTE THRESHOLD

Under \$10k	\$10,000.01-\$35k (2 informal quotes)	\$35,000.01-\$75k (3 formal quotes)	\$75,000.01k and up (Requires formal bid process)
Exemption	Sole Source	Invitational to Bid (ITB)	

Quote 1 - Supplier Name		Quote Amount
Quote 2 - Supplier Name		Quote Amount
Quote 3 - Supplier Name		Quote Amount

BENEFIT TO UNIVERSITY OR STUDENT BODY

JUSTIFICATION OF PURCHASE

ASF Entities Only

FAO or Senate Bill #		Activity ID	
Event Date		Event Location	
Print Name	1st Authorized Signature	Print Name	2nd Authorized Signature
	Advisor Name		Advisor Signature

****All necessary and required documents must be attached for timely and accurate processing****



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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INTELLECTUAL AND DEVELOPMENTAL
DISABILITIES (IDD), FEATURING
**SPECIAL OLYMPICS FLORIDA HEALTH
MESSENGERS** AND PHYSICIANS

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COM 102**

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*There will be food!

