		EXPENSE REQUEST FORM SDES Finance Business Center				
Employee/Initiator Name and Organization Name (RSO)					Date	
Location		Phone #				
Address City/St/Zip	Pur	rchase Type:	Expense Card	Requ	uisitior	Change Order
Email				Reimbur	semen	t (not travel)
DEPARTMENTAL BUDGET DETAILS				SUPPLIER	INFOR	MATION
Cost Center #		Supplier N	lame/Number			
Legacy Department (People Soft #)		Supplier P	hone Number			
Fund		Supplier E	imail			
runa		Supplier A	Address			
Program			upplier been WorkDay?	Yes	No	If No, the supplier must go to the Prospective Supplier Portal
Gift (ID is the same as Foundation number)		State Cont	tract?	Yes	No	Don't Know
Division		State Con and Expira	tract Number ation Date			

PURCHASE DETAILS

Item Description	Product/SKU/ UPC	Quantity	Price	Total
	·	O	RDER 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 - Suppl	lier Name		Quote Amoun	ıt
Quote 2 - Suppl	lier Name		Quote Amoun	it
Quote 3 - Suppl	lier Name	me Quote Amount		t
	BENEI	FIT TO UNIVERSITY OR STUDEN	IT BODY	
		USTIFICATION OF PURCHASE		
ASF Entitie	es Only			

Entitles 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

SDES ERF Rev 8/22

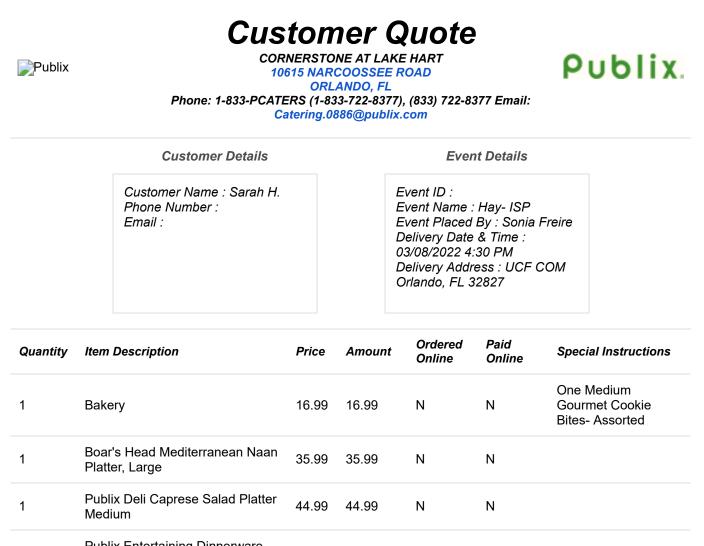


Your Publix Catering quote is ready

Catering.0886@publix.com <Catering.0886@publix.com> T Mon, Feb 21, 2022 at 6:30 PM

Updated invoice.

Thank you, Sonia



Publix Entertaining Dinnerware 1 2.79 2.79 Ν Ν Combo Boar's Head Classic Slider Trio, 1 69.99 69.99 Ν Ν Large 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.

Let's talk about inclusive health

HEAR MY STORY

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 COM 102



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*There will be food!

