

**EXPENSE REQUEST FORM**  
**SDES Finance Business Center**

Employee/Initiator Name and Organization Name (RSO)	Date
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Location	Phone #
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Address City/St/Zip	Purchase Type:	Expense Card	Requisition	Change Order
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Email	Reimbursement (not travel)
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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?	Yes No If No, the supplier must go to the Prospective Supplier Portal
Division		State Contract?	Yes No Don't Know
		State Contract Number and Expiration Date	

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

QUOTE THRESHOLD			
Under \$10k	\$10,000.01-\$35k (2 informal quotes)	\$35,000.01-\$75k (3 formal quotes)	\$75,000.01k and up <small>(Requires formal bid process)</small>
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

<b>BENEFIT TO UNIVERSITY OR STUDENT BODY</b>	

<b>JUSTIFICATION OF PURCHASE</b>	

**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\*\***

# 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 ▾

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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](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](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)

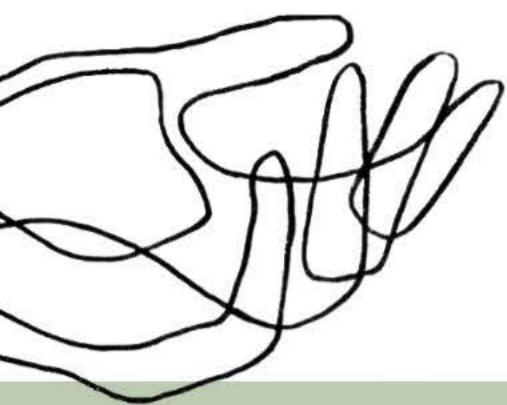
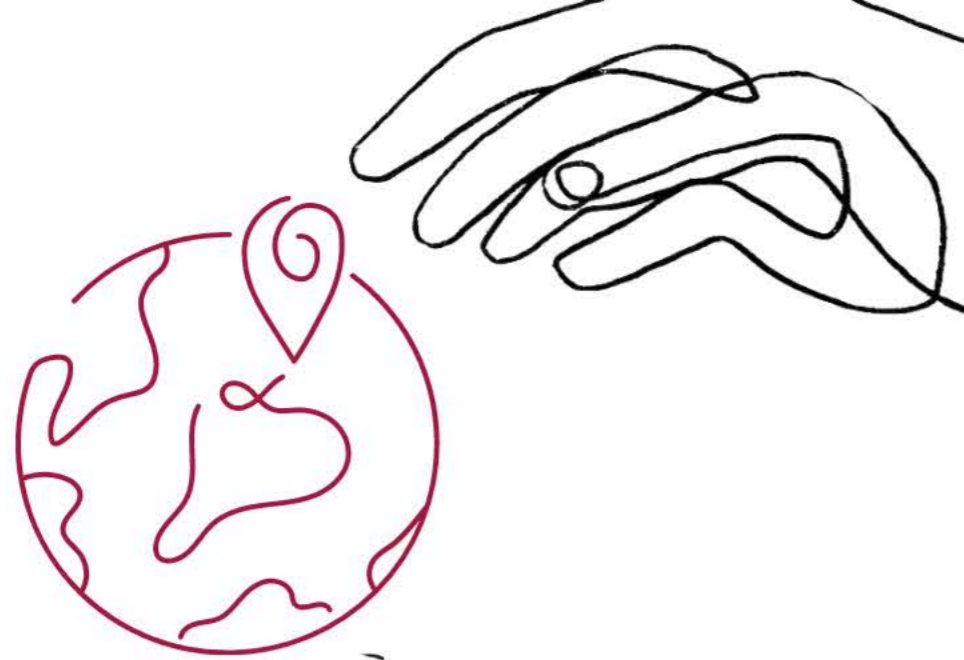
Zebra Pen Z-Grip Retractable Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 24 Pack (Packaging may vary) (Quantity – 13)

[https://www.amazon.com/gp/product/B001BZ6ZN4/ref=ox\\_sc\\_act\\_title\\_1?smid=ATVPDKIKXODER&th=1](https://www.amazon.com/gp/product/B001BZ6ZN4/ref=ox_sc_act_title_1?smid=ATVPDKIKXODER&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=ATVPDKIKXODER&psc=1](https://www.amazon.com/gp/product/B0062JSYEW/ref=ox_sc_act_title_2?smid=ATVPDKIKXODER&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](https://ucfglobalhealth.org)