



University of Central Florida Activity & Service Fee Business Office Purchase Request Form FY 2009 - 2010

Organization Name		Budget Line or Allocation #		Today's Date
SGA Executive		71300013-124		6/7/10
Initiator (print) Phone		Advisor (print)		Date of Event
		Kerry Welch		
E-Mail Address		Advisor Sign	ature/	Event Name / Location
@mail.ucf.edu				
Recommended Vendor Storr Office Environments		H352 Contact	Abdi Ghaemmaghami	(A&SF Business Office Use Only)
Address				ENTERED
City/State/Zip		_ Phone	407-628-2400	JUN 0 9 2010
ltem #	Description - Attach all quotes and/or any documentation	Quantity	Unit Price	Total
1	Reception Desk - 76"w x 78" d	1	7,500.00	7,500.00
2	Installation and delivery	1	300.00	300.00
		 		
Grand Total				\$7,800.00
Justification / Use of item(s) Reception desk for the Student Government Association office. Benefit to the Student Body More inviting and efficient office environment for Student Government activities.				
Benefit to the Student Body				
More inviting and efficient office environment for Student Government activities.				
Only those Finance Officers on the ASF Business Office's Authorized Signature List may sign below, and only those Student Organizations against and office of Student Involvement may request funds for purchases. All purchase requests should be made 2 weeks prior to the time that items and only those Student Involvement may request funds for purchases.				
required, and must follow all guidelines set forth by the Student Government Finance Code and the A&SF Business Office's Financial Officers Workshop By signing below, you are certifying that you understand these rules and will abide by them.				
Authorized So	Date / Authorized Signature (2)	Date	ASF Business Office Signa	7/11
Think Manager	Print Name	4810	Requisition #	69 2010
8#230640 P#202178				