



University of Central Florida
 Activity & Service Fee Business Office
 Purchase Request Form
 FY 2008 - 2009

Organization Name SGA Executive		Budget Line or Allocation # 71300013-136	Fordays Date 11/30/10
Initiator (Print) [Redacted]	Phone [Redacted]	Advisor (Print) Kerry Welch	Date of Event 11/30/10
E-Mail Address [Redacted]	Advisor Signature <i>[Signature]</i>	Event Name / Location (A&SF Business Office Use Only)	
Recommended Vendor Image Depot		Contact Shawn	
Address 615-A Hemdon Ave.		Phone 407-228-1162	
City/State/Zip Orlando, FL 32803			

Item #	Description	Amount	Quantity	Unit Price	Total
	Black adult t-shirts screen printed with 2 colors logo on front & back		2,228	3.59	7,998.52
Grand Total					\$7,998.52

Justification / Use of Item(s)
 Conference USA Game-T Shirts
 Benefit to the Student Body
 Promote University Branding and school spirit

Only those Finance Officers on the ASF Business Office's Authorized Signature List may sign below, and only those Student Organizations registered with the Office of Student Involvement may request funds for purchases. All purchase requests should be made 2 weeks prior to the time that items and/or services are 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 Signature [Redacted]	Date [Redacted]	ASF Business Office Signature [Redacted]	Date [Redacted]
Print Name [Redacted]	Requestion #		



615-A Herndon Ave
Orlando, FL 32803

Phone #
407-228-1162

Estimate

Date	Estimate #
11/30/2010	177

Name / Address
UCF Student Government ██████████

Project

Description	Qty	Rate	Total
Black adult t-shirts screen printed with 2 color logo on front and back. CONFERENCE USA GAME T-SHIRTS SMALL: 750 MEDIUM: 775 LARGE: 475 XLARGE: 228	2,228	3.59	7,998.52
Subtotal			\$7,998.52
Sales Tax (0.0%)			\$0.00
Total			\$7,998.52