**REQUISITION 2019-2020**

For assistance in completing this form, see reverse side and/or contact:

A.S. FINANCE & BUSINESS COMMITTEE
UCEN RM# 1523A, EXT. 2566

**PAYABLE TO**

**VENDOR**

**PHONE**

**DATE REQUESTED**

**NAME OF ACCOUNT**

**Parking**

<table>
<thead>
<tr>
<th>ACCT. NO.</th>
<th>CATEGORY NO.</th>
<th>EVENT#</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-355</td>
<td>7900.00</td>
<td></td>
</tr>
</tbody>
</table>

**P.O.# (FOR OFFICE USE ONLY)**

- [ ] Purchase Order _Paper_ [Paperless (see instructions below)]
- [ ] Check
- [ ] Journal Entry
- [ ] Cash Advance
- [ ] Bookstore Fast Access Card

**FOR CHECK, MUST SELECT ONE:**

- [ ] To be mailed
- [ ] To be picked up by: [FIRST AND LAST NAME]

Checks are generally available within five working days at the A.S. Cashiers & Ticket Office

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>INVOCIE#</th>
<th>VENDOR#</th>
<th>YES</th>
<th>NO</th>
<th>contract attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASE ORDER INSTRUCTIONS** *(Include fax number or email below if you want the P.O. # faxed or emailed)*

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION (WHO, WHAT, WHERE, WHEN, WHY)</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Disability Transportation Program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Passed by: [NAME OF A.S. GROUP] on [DATE OF MEETING]

**TWO AUTHORIZED SIGNATURES**

A PERSON CANNOT SIGN A REQUISITION MADE PAYABLE TO HIM/HERSELF

1) [PRINTED NAME] [SIGNATURE]

PHONE # (required) [E-MAIL (required) DATE]

2) [PRINTED NAME] [SIGNATURE]

PHONE # (required) [E-MAIL (required) DATE]

**OFFICE USE ONLY**

Logged by: [AP/AR:]

Financial Officer: [.Transportation Reimbursement Program]
HOW TO FILL OUT AN A.S. REQUISITION FORM

✓ HAVE YOU CHECKED THE BALANCE IN YOUR ACCOUNT?
You must have enough funds in your account before proceeding. You can check your balance in A.S Admin by filling out a Financial Info Request form. Requisitions will not be processed until Admin verifies allocations. Check the Finance & Business Committee/Main Office for the date/time of the next Finance & Business Committee meeting.

✓ HAVE YOU COMPLETED THE FOLLOWING?

- All data, including signatures — must be in ink
- Date
- Organization's name
- Correct account # and category #
- Type of requisition — paper or paperless purchase order, check, or journal entry
- Complete address of the person or vendor to whom the requisition is payable
- Descriptive information: who, what (event description), where, when (date and time), and why
- Total amount the requisition is for, including tax

✓ Two authorized signatures
It is very important for them to list their phone numbers and email in case we need to contact someone about the requisition. To become an authorized signer, you must first attend a Finance & Business Committee workshop and turn in the Authorized Signers form to the A.S. Administration office.

- Indicate if the check is to be mailed or picked up and by whom — list only one person with first and last name.
- If you are requesting a check, attach all necessary back-up (receipts, invoices, contracts, etc). Attach smaller receipts to full size sheet of paper (for year and scanning).
- Is the payment to a performer? If so, a signed A.S. Performance Agreement and a W9 must be submitted a minimum of two (2) weeks in advance for the Executive Director’s approval and signature. These forms can be picked up in the Program Board office or the A.S. Administration office.

Additional forms may be picked up at the A.S. Finance & Business Committee office:

✓ Transportation Request
✓ Furniture Services
✓ Instructional Resources
✓ Waiver of Liability, Assumption of Risk, and Indemnity Agreement
✓ Travel Form / Passenger List
✓ Performance Contract

✓ SUBMIT COMPLETED REQUISITION TO THE A.S. ADMINISTRATION OFFICE
Allow a few minutes for requisitions to be briefly reviewed. If you have not completed the form correctly or completely, you will be contacted with further instructions. Otherwise, expect that your request will be processed in a timely manner. Remember, it can take up to 5 working days to process requests.

For assistance in completing this form, please contact your Finance & Business Committee liaison.