

PAYABLE TO

EMAIL

Passed by ___

CAT#

7900

1) _

STREET ADDRESS

CITY, STATE & ZIP CODE

EVENT#

Associated Students Administration Office University of California - UCen Rm #2537 Santa Barbara, California 93106-6081 Phone - 893-3374 • Fax - 893-7734

DEPARTMENTAL AUTHORIZATION

REQUISITION 2024-2025

For assistance in completing this form, see reverse side or visit www.as.ucsb.edu/requisition-form.

All checks must be picked up at the A.S. Ticket Office. If you would like your check mailed, please email requisitions@as.ucsb.edu and allow for ten business days from the date of your reques

INVOICE# _____

VENDOR# ___

AS UCSB Phone - 893	-3374 • Fax - 893-7734		 REQ #		
ce in completing this form, see r	reverse side or visit www.as.ucsb.edu/requis. 5. Ticket Office. If you would like your checlow for ten business days from the date of your check the state of your check the your chec	ck mailed,	!	GW/FLX #	
	SUI	BMIT DATE	NAME OF ACCOU	INT	ACCT. #
ZIP CODE	PHONE		Purchase Ord PAYMENT METHOD (Sele Check Gateway Orde	ect one) Journal Entry	Purchase Order Other Vendor Blanke
NAME OF A.S.	. GROUP On MEET	TING DATE*	EVENT NAME		DATE
/ENT # QTY	DESCRIPTION (ple	ease be detai	led)	UNIT PRICE	AMOUNT
TWO A	AUTHORIZED SIGNATURE	= 9		SUBTOTAL	
A PERSON CANNOT SIGN A REQUISITION MADE PAYABLE TO THEMSE			LVES*	SHIPPING & HANDLING	
PRINTED NAME SIGNATUF		SIGNATURE		SALES TAX	
HONE # (required)	E-MAIL (required))	DATE	TOTAL	
PRINTED NAME		SIGNATURE	:		
HONE # (required)	E-MAIL (required))	DATE		
	☐ YES ☐ N	10			
DEDARTM	ENTAL ALITHORIZATION		_ Financial Office	er:	

OFFICE USE ONLY

HOW TO FILL OUT AN A.S. REQUISITION FORM

✓ 1) HAVE YOU CHECKED THE BALANCE IN YOUR ACCOUNT?

You must have enough funds in your account before proceeding. You can check your balance by filling out a Financial Info Request form at www.as.ucsb.edu/requisition-form/. Requisitions will not be processed until Admin verifies allocations and receives original receipts. Make sure you include the source of your funds and date of the meeting that the allocation was made.

✓ 2) HAVE YOU COMPLETED THE FOLLOWING?

- Attached a copy of the related Funding Approval Minutes, if required, highlighting the applicable text section
- All data, including signatures
- Date
- Organization's name
- Correct account #(s) and category #(s): 7000 = operating, 7100 = honoraria, 7200 = contracts, 7800 = travel/conference/prof. development, 7900 = special projects
- Type of requisition purchase order type, check, journal entry, Gateway type, other
 - A purchase order is a promise to pay. A check will not be generated until Admin receives the final
 invoice(s). An open purchase order is for a reserved budgeted sum that many invoices and/or reimbursements will be paid against over the course of a period (used for more than one anticipated expense).
 Including a budget as an attachment is recommended.
 - A journal entry is used to transfer funds from one A.S. account to another A.S. account.
 - Other represents alternative payment via cash, electronic transfer or other approved campus Business Services payment instruments and must be confirmed with Admin prior to selection.
 - Gateway Order and Gateway Vendor Blanket represent payment through UCSB's Gateway vendor portal.
- 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. If you need extra lines please include an attachment.
- Two authorized signatures: It is very important for them to list their phone numbers and emails in case Admin needs 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.
- Scan and attach all necessary back-up documents (receipts, invoices, contracts, etc). Note: Admin must receive all original receipts before any requisitions are processed.
- 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.

✓ 3) SUBMIT COMPLETED REQUISITION

Follow the instructions of how to submit a requisition at <u>www.as.ucsb.edu/requisition-form/</u>. 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. It can take up to 10 working days to process requests once all back-up documents have been received, including any original receipts.