

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 www.as.ucsb.edu/requisition-form/. 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.