



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

REQUISITION 2021-2022

FOR ASSISTANCE IN COMPLETING THIS FORM, SEE REVERSE SIDE OR VISIT WWW.AS.UCSB.EDU/REQUISITION-FORM/

| | |
|------------------------|-------|
| PAYABLE TO | |
| STREET ADDRESS | |
| CITY, STATE & ZIP CODE | PHONE |

| | | |
|-----------------------------|--------------|--------|
| DATE REQUESTED | | |
| NAME OF ACCOUNT | | |
| ACCT. NO. | CATEGORY NO. | EVENT# |
| P.O.# (FOR OFFICE USE ONLY) | | |

Purchase Order ___ Paper ___ Paperless
(see instructions below)

Check

Journal Entry

OFFICE USE ONLY

1099

INVOICE# _____ YES NO

VENDOR# _____ contract attached

ALL CHECKS WILL BE MAILED

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

Event Name: _____ Date: _____

| QUANTITY | DESCRIPTION (WHO, WHAT, WHERE, WHEN, WHY) | UNIT PRICE | AMOUNT |
|----------|---|------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Passed by _____ on _____
NAME OF A.S. GROUP DATE OF MEETING

| | |
|---------------------|--|
| SUBTOTAL | |
| SHIPPING & HANDLING | |
| SALES TAX | |
| TOTAL PRICE | |

• • • • • 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: _____

DEPARTMENTAL AUTHORIZATION

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 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.

✓ HAVE YOU COMPLETED THE FOLLOWING?

- **All data, including signatures**
- **Date**
- **Organization's name**
- **Correct account # and category #**
- **Type of requisition** — paper or paperless purchase order, check, or journal entry
 - A **purchase order** is a promise to pay. A check will not be generated until Admin receives the final invoice. A paper purchase order will be generated if the vendor needs a physical copy. Most purchase orders will be paperless.
 - A **journal entry** is used to transfer funds from one A.S. account to another A.S. account.
- **Complete address** of the person or vendor to whom the requisition is payable. All checks will be mailed.
- **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 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.

✓ 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.