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

REQUISITION 2022-2023

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

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

All checks must be picked up at the AS 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 request)

PAYABLE TO

STREET ADDRESS

CITY, STATE & ZIP CODE PHONE

OFFICE USE ONLY

INVOICE# ______________________

VENDOR# ______________________

1099

☐ YES ☐ NO

☐ contract attached

★ 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

SUBTOTAL	
SHIPPING & HANDLING	
SALES TAX	
TOTAL PRICE	

Passed by ______________________ on ____________
NAME OF A.S. GROUP DATE OF MEETING

• • • • • TWO AUTHORIZED SIGNATURES • • • • •

A PERSON CANNOT SIGN A REQUISITION MADE PAYABLE TO THEMSELVES

1) ______________________ ______________________
PRINTED NAME SIGNATURE

______________ ______________________ ________
PHONE # (required) E-MAIL (required) DATE

2) ______________________ ______________________
PRINTED NAME SIGNATURE

______________ ______________________ ________
PHONE # (required) E-MAIL (required) DATE

____
DEPARTMENTAL AUTHORIZATION

OFFICE USE ONLY

Logged by:____________________

AP/AR:____________________

Financial Officer:____________________

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 phsycial 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.