



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

# REQUISITION 2023-2024

For assistance in completing this form, see reverse side or visit [www.as.ucsb.edu/requisition-form/](http://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](mailto:requisitions@as.ucsb.edu) and allow for ten business days from the date of your request.

OFFICE USE ONLY	
REQ # _____	
PO # _____	GW/FLX # _____

PAYABLE TO	SUBMIT DATE
STREET ADDRESS	
CITY, STATE & ZIP CODE	
EMAIL	PHONE

NAME OF ACCOUNT	ACCT. #
<b>ORDER TYPE</b> (Use if not an Invoice, Reimbursement, or Budget Transfer) Purchase Order                      Open Purchase Order	
<b>PAYMENT METHOD</b> (Select one) Check                      Journal Entry                      Other	
Gateway Order                      Gateway Vendor Blanket	
Fax #/Email for PO copy: _____	

Passed by \_\_\_\_\_ on \_\_\_\_\_  
 NAME OF A.S. GROUP                      MEETING DATE\*

EVENT NAME	DATE
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\*Attached copy of minutes is required

CAT #	EVENT #	QTY	DESCRIPTION (please be detailed)	UNIT PRICE	AMOUNT

TWO AUTHORIZED SIGNATURES	
<b>*A PERSON CANNOT SIGN A REQUISITION MADE PAYABLE TO THEMSELVES*</b>	
1) _____ PRINTED NAME	_____ SIGNATURE
_____ PHONE # (required)	_____ E-MAIL (required)
_____ DATE	
2) _____ PRINTED NAME	_____ SIGNATURE
_____ PHONE # (required)	_____ E-MAIL (required)
_____ DATE	

SUBTOTAL	
SHIPPING & HANDLING	
SALES TAX	
<b>TOTAL</b>	

OFFICE USE ONLY		
INVOICE# _____	1099 <input type="checkbox"/> YES <input type="checkbox"/> NO	Logged by: _____
VENDOR# _____	<input type="checkbox"/> contract attached	AP/AR: _____
_____	DEPARTMENTAL AUTHORIZATION	Financial Officer: _____

# 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/](http://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/](http://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.