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

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 request.

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

NAME OF ACCOUNT	ACCT. #

ORDER TYPE (Use if not an Invoice, Reimbursement, or Budget Transfer)

Purchase Order   Open Purchase Order

PAYMENT METHOD (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*
*Attached copy of minutes is required

EVENT NAME	DATE

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

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

SUBTOTAL	
SHIPPING & HANDLING	
SALES TAX	
TOTAL	

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.