



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/](http://WWW.AS.UCSB.EDU/REQUISITION-FORM/)

PAYABLE TO \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE & ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

**A.S. OFFICE USE ONLY**

1099

INVOICE# \_\_\_\_\_  YES  NO

VENDOR# \_\_\_\_\_  contract attached

DATE REQUESTED \_\_\_\_\_

NAME OF ACCOUNT  
**Parking**

ACCT. NO. <b>01-355</b>	CATEGORY NO. <b>7900</b>	EVENT#
P.O.# (FOR OFFICE USE ONLY)		

Purchase Order  Paper  Paperless  
(see instructions below)

Check

Journal Entry

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
	<b>Disability Transportation Program</b>		
		SUBTOTAL	
		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 HIM/HERSELF**

1) \_\_\_\_\_  
PRINTED NAME SIGNATURE

\_\_\_\_\_  
PHONE # (required) E-MAIL (required) DATE

2) \_\_\_\_\_  
PRINTED NAME SIGNATURE

\_\_\_\_\_  
PHONE # (required) E-MAIL (required) DATE

**DSP USE ONLY**

Eligible: \_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

Total Verified: \_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

**A.S. 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/](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.

## ✓ 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/](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.