



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#
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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)

**\* 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	
		<b>TOTAL PRICE</b>	

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

**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.