Associated Students UCLA

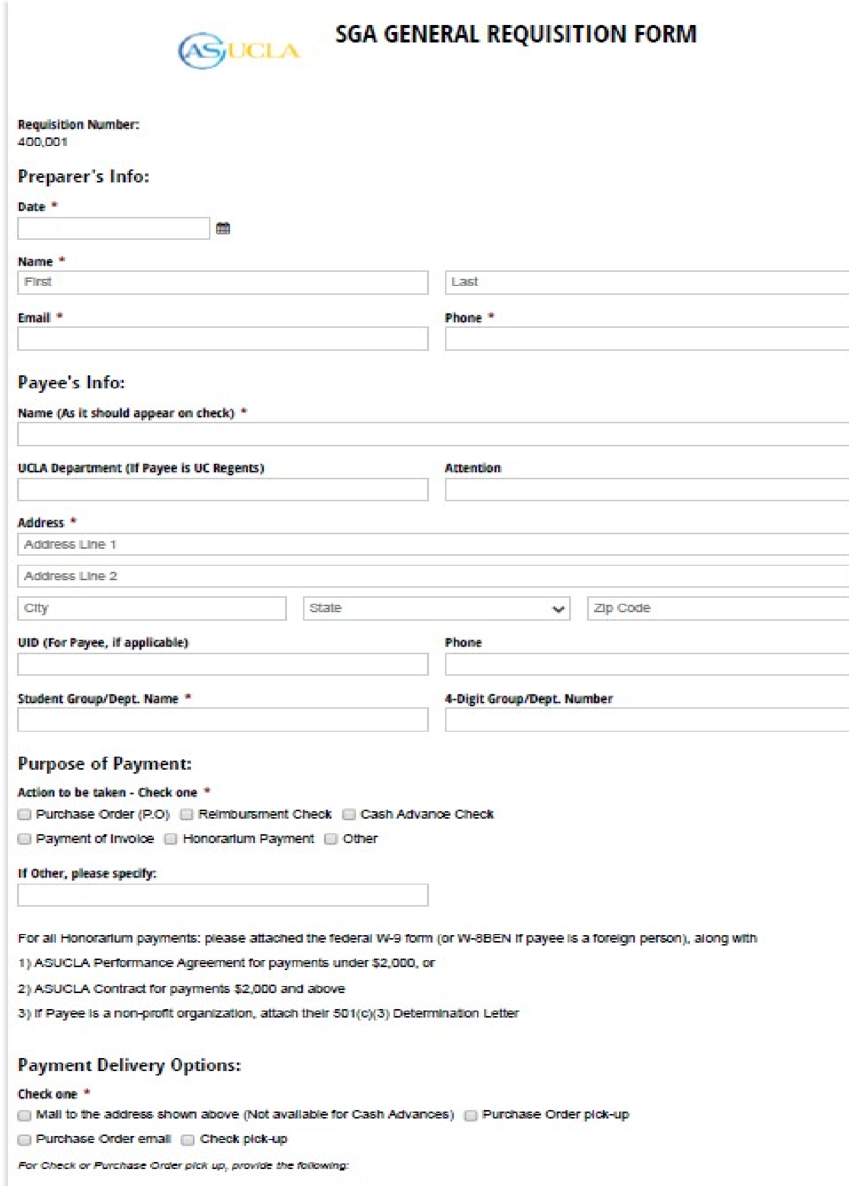
It all comes back to you!

How to Fill Out a Req

Student Government Accounting

This is a "Req"

- A "Req" can be found online at https://usac.ucla.edu/funding/sga/req/



ASUCLA

SGA GENERAL REQUISITION FORM

Requisition Number:
400,001

Preparer's Info:

Date *

Name *
First | Last

Email * | Phone *

Payee's Info:

Name (As it should appear on check) *

UCLA Department (If Payee is UC Regents) | Attention

Address *
Address Line 1
Address Line 2
City | State | Zip Code

UID (For Payee, if applicable) | Phone

Student Group/Dept. Name * | 4-Digit Group/Dept. Number

Purpose of Payment:

Action to be taken - Check one *
☐ Purchase Order (P.O) ☐ Reimbursment Check ☐ Cash Advance Check
☐ Payment of Invoice ☐ Honorarium Payment ☐ Other

If Other, please specify:

For all Honorarium payments: please attached the federal W-9 form (or W-8BEN if payee is a foreign person), along with
1) ASUCLA Performance Agreement for payments under $2,000, or
2) ASUCLA Contract for payments $2,000 and above
3) If Payee is a non-profit organization, attach their 501(c)(3) Determination Letter

Payment Delivery Options:

Check one *
☐ Mail to the address shown above (Not available for Cash Advances) ☐ Purchase Order pick-up
☐ Purchase Order email ☐ Check pick-up

For Check or Purchase Order pick up, provide the following:

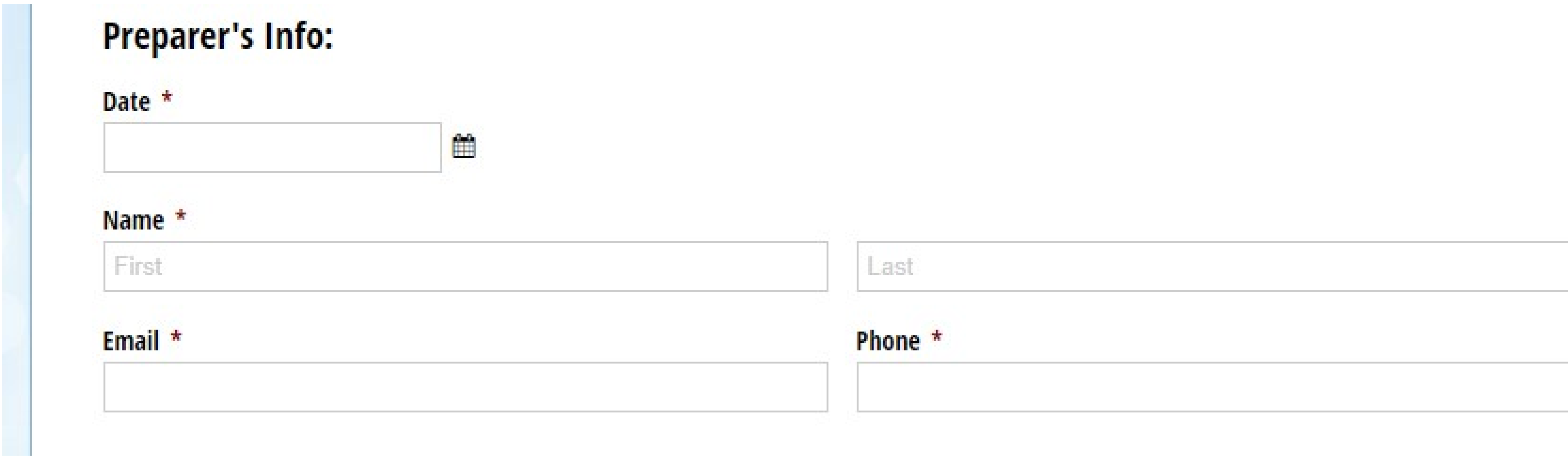
Before You Start

A few tips that can help us process your req faster…

- **Consolidate Reqs – One req per payee, per event.**
  You only need to fill out one req *even if attaching many receipts.*
  Using separate reqs for each receipt can result in longer processing times.

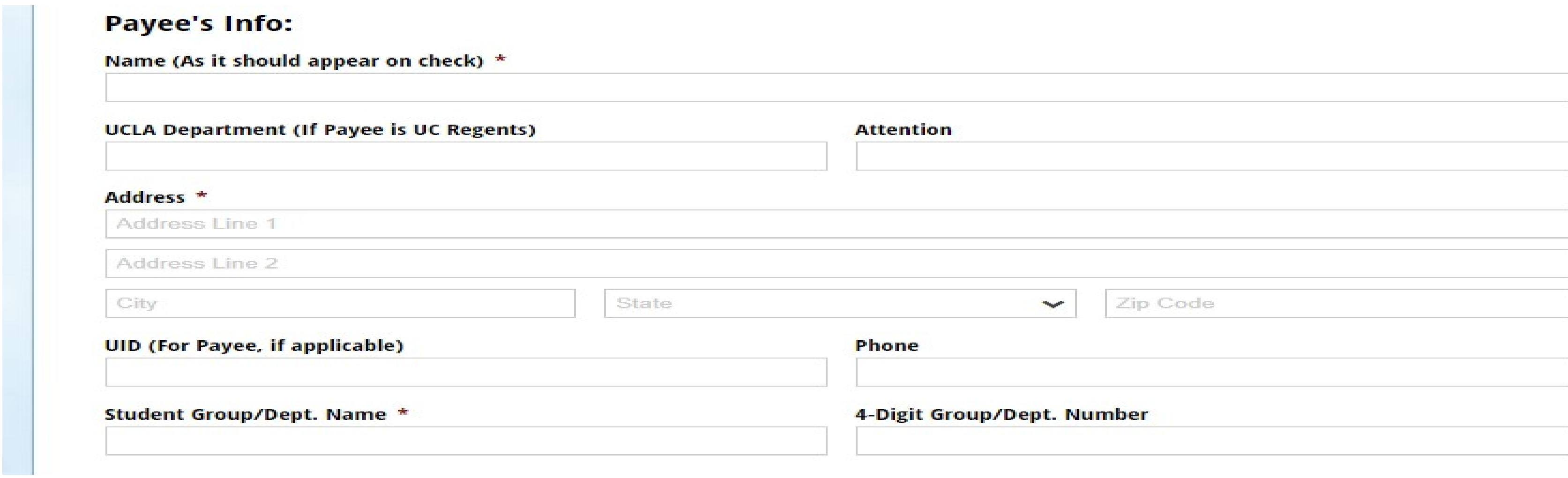
- **Check the latest budget report to make sure funds are available.**
  You can get your weekly budgets at http://usac.ucla.edu/funding/sga/budget/

Section 1 – Preparer's Info



- Enter in this section YOUR information.
- Please use an e-mail address that you check regularly, as you will be updated of the status and notify if there are any problems with your "Req".

Section 2 – Payee's Info



Payee's Info:

Name (As it should appear on check) *

UCLA Department (If Payee is UC Regents)

Attention

Address *

Address Line 1

Address Line 2

City

State

Zip Code

UID (For Payee, if applicable)

Phone

Student Group/Dept. Name *

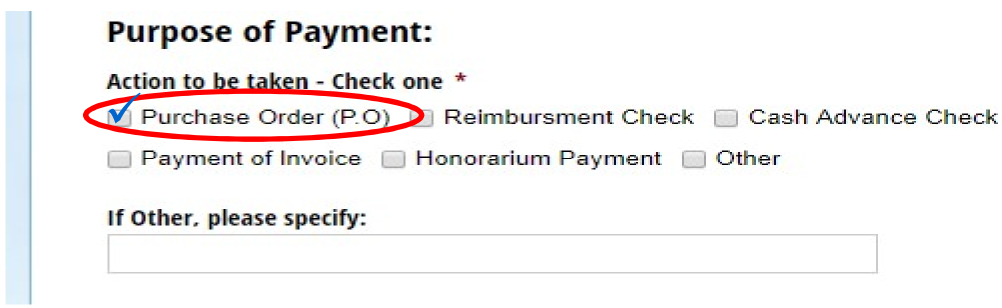
4-Digit Group/Dept. Number

- This is the **person/company who the check will be made out to.**
- **Do not** make cash advance checks out to a retail store directly (like Costco or Staples). *Many stores do not accept corporate checks. Others will not accept preprinted checks if the price changes.*
- Enter the Student Group's name and number. *(This is the 4th segment in your account number, usually starting with 1, 2 or 3 for most undergraduate organizations).*
  Do not enter the full account number here.

Section 3 – Purpose of Payment

- What are you requesting from SGA?
  - **Purchase Order**: An agreement that allows the vendor to charge SGA directly.
    - *You must first **ask the vendor** if they accept our Purchase Orders!*
    - *SGA is not allowed to set up credit accounts with outside vendors per ASUCLA policies.*
    - ***SGA cannot place an order** on your behalf – you will need to negotiate with the vendor yourself. You should treat the PO as a form of payment only.*

Typical processing time
1-3 business days
after SGA receives your paperwork


Purpose of Payment:

Action to be taken - Check one *

- [x] Purchase Order (P.O)
- [ ] Reimbursment Check
- [ ] Cash Advance Check
- [ ] Payment of Invoice
- [ ] Honorarium Payment
- [ ] Other

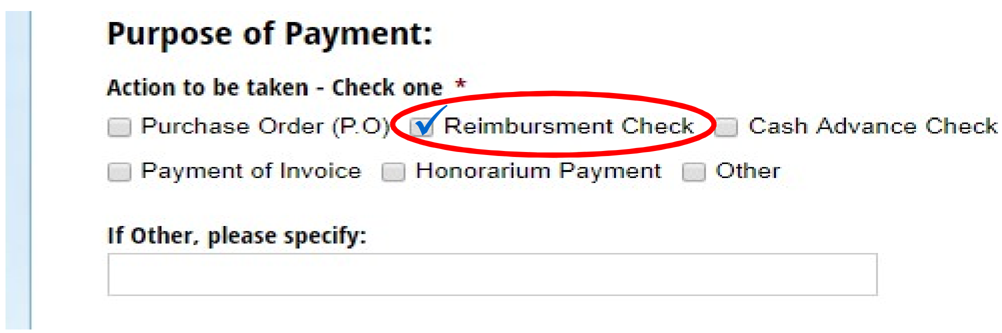
If Other, please specify:

Processing takes significantly longer if the req is submitted near a deadline. Please plan accordingly.

Section 3 – Purpose of Payment

- What are you requesting from SGA?
  - **Reimbursement Check:** Choose this option if you already paid out of pocket.
    - ***Before making your purchase****, check if your funding covers those items!*
      If you're not sure, contact your funding chairperson or SGA.
    - The **payee** should be the person (or organization) who fronted the money.
      Reimbursements should not be made out to vendors/companies.
    - All reimbursement reqs **must be accompanied with the original receipts** from your purchase.

Typical processing time
2-6 weeks
after SGA receives your paperwork


Purpose of Payment:

Action to be taken - Check one *

☐ Purchase Order (P.O) ☑ Reimbursment Check ☐ Cash Advance Check

☐ Payment of Invoice ☐ Honorarium Payment ☐ Other

If Other, please specify:

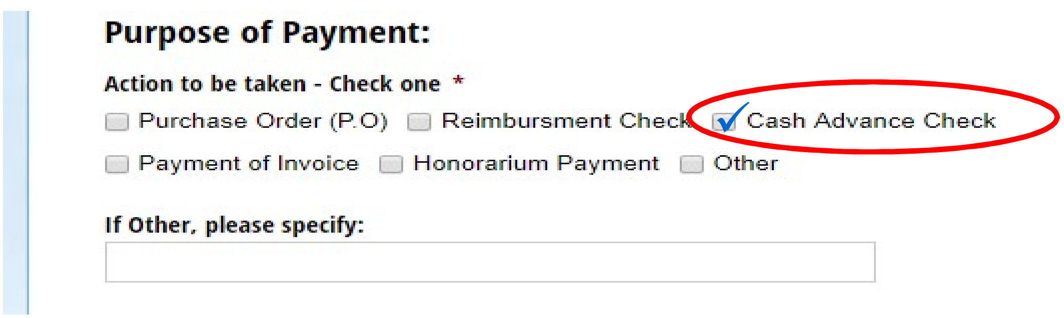
Processing takes significantly longer if the req is submitted near a deadline. Please plan accordingly.

Section 3 – Purpose of Payment

- What are you requesting from SGA?

  - **Cash Advance Check:** Choose this if you need money for the event beforehand.
    - Make cash advances out to an individual.
      Do NOT make them out to stores unless you're absolutely sure that the check will be accepted.
    - Receipts from the purchase must be submitted within **2 weeks** of the day the check is picked up.
      Not submitting receipts in time will result in a hold placed on the university records of the payee and the person picking up the check.

Typical processing time
1-2 weeks
after SGA receives your paperwork


Purpose of Payment:

Action to be taken - Check one *

☐ Purchase Order (P.O) ☐ Reimbursment Check ☑ Cash Advance Check
☐ Payment of Invoice ☐ Honorarium Payment ☐ Other

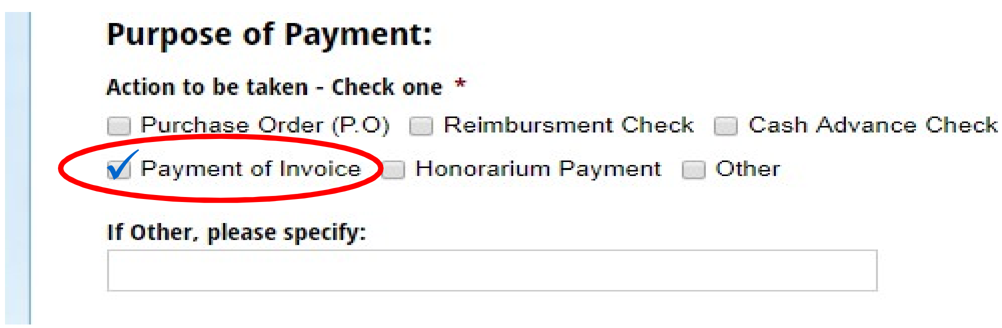
If Other, please specify:

Processing takes significantly longer if the req is submitted near a deadline. Please plan accordingly.

Section 3 – Purpose of Payment

- What are you requesting from SGA?
  - **Payment of Invoice:** A direct payment to the vendor.
    - **The payee** on the req must match the "make checks payable to" name/address on the invoice.
    - Attach the original invoice you got from the vendor.
    - Your attachment must be an **invoice**.
      We cannot pay off a quote, estimate, statement, receipt, order confirmation, etc.

Typical processing time
1-3 weeks
after SGA receives your paperwork



Purpose of Payment:

Action to be taken - Check one *

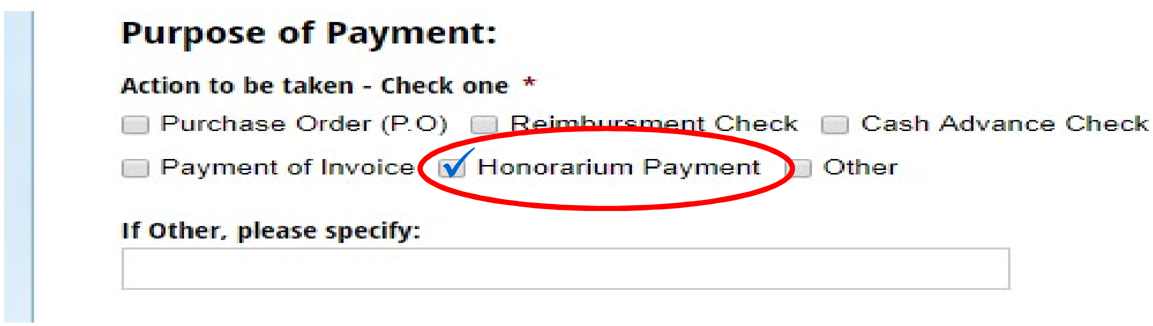
☐ Purchase Order (P.O) ☐ Reimbursment Check ☐ Cash Advance Check
☑ Payment of Invoice ☐ Honorarium Payment ☐ Other

If Other, please specify:

Section 3 – Purpose of Payment

- What are you requesting from SGA?
  - **Honorarium Payment:** Payment to a performer, speaker, or the like.
    - ***The check must be made out to the performer directly.*** **No personal reimbursements**.
    - You must attach:
      - An IRS Form W-9 (provided by the performer)
      - A Performance Agreement or contract (for more complex agreement), signed by the performer AND a signatory from your organization
      - If Payee is a non-profit organization, attach their 501(c)(3) Determination Letter

Typical processing time
2-4 weeks
after SGA receives your paperwork


Purpose of Payment:

Action to be taken - Check one *

☐ Purchase Order (P.O) ☐ Reimbursement Check ☐ Cash Advance Check
☐ Payment of Invoice ☑ Honorarium Payment ☐ Other

If Other, please specify:

SGA cannot guarantee a "ready-by" time. Please make plans accordingly to avoid late payments.

Section 4 – Payment Delivery Options

- How do you want to receive your check or purchase order once it is issued?
- A photo ID is required when picking up checks.
- **For cash advance checks:**
  A BruinCard is required to pick up checks.
  Cash Advance checks ***cannot*** *be mailed.*
- **Check to be picked up by:**
  You can list another person to pick up the check for you.

Payment Delivery Options:

Check one *

☐ Mail to the address shown above (Not available for Cash Advances) ☐ Purchase Order pick-up

☐ Purchase Order email ☐ Check pick-up

For Check or Purchase Order pick up, provide the following:

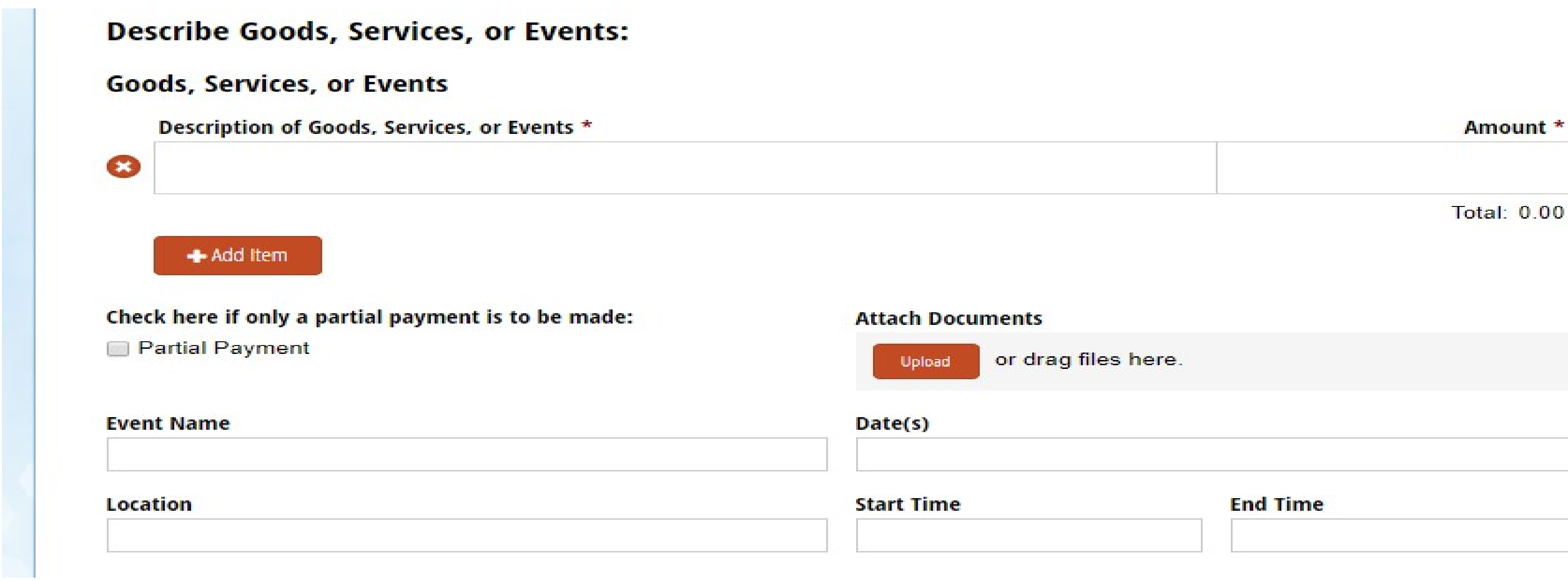
Name	Email	Phone

Use the **Check Register** to see if your check is ready: https://usac.ucla.edu/funding/sga/forms/

You are responsible for picking up checks in a timely manner. Checks unclaimed for an extended period of time may be mailed or cancelled at our discretion.

Sections 5 – Describe Goods, Services, or Events

- List what you are purchasing
- List the cost of what you are purchasing
- Description of your event (name, dates, location, and times)
- Check mark "Partial Payment" if you are asking SGA to only pay a portion of the total bill
- You can optionally attach documents of the purchase



Section 6 – Account Number to Charge

- Enter the 21-digit account numbers you're using to pay for the expenses.
- Multiple accounts may be use to pay for the expenses.
- Under "Amount(s) to charge", enter the amount to be taken out of each account.
- Please visit https://usac.ucla.edu/funding/sga/forms/ for help with account numbers and view your department's account budget report.

Account Number to Charge:

Enter your 21-Digit Account Number

Please visit https://usac.ucla.edu/funding/sgainstructions.php or http://gsa.asucla.ucla.edu/student-government-accounting.html for help with account numbers and view your department's account budget report.

Entity	Fund	Division	Department	GL	Event	Amount(s) to charge *

Total: $0.00

+ Add Item

Section 7 - Signatures

- Print out the form after you press submit, attached your backups, and obtain signatures.
- Someone from your organization must sign the req before we can process it.
- Get the signature of the Funding Director that allocate your group money.
- **If using more than one account**, signatures are needed for each account.

Signatures:

Please obtain the appropriate signatures.

USA Approvals

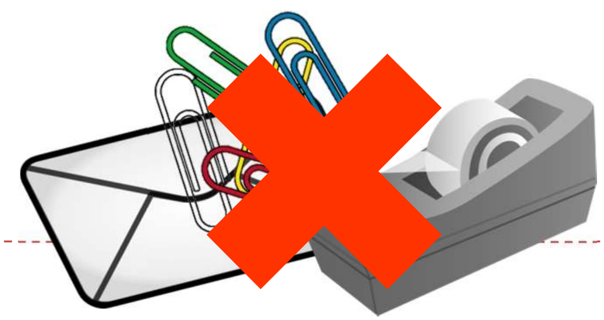
Student Org. Rep.	Commissioner	Funding Director
Finance Committee	USA Internal Vice President	USA President

GSA Approvals

Council Rep.	Council Rep.	Student Org. Rep.	Appointed Director
GSA Official	GSA Finance Director	GSA Vice President Internal	GSA President

Guidelines for Attaching Backups

- Once you have gathered all backups, please follow these guidelines to help us be more efficient and prevent your documents from getting lost.
- **STAPLE** all documents **BEHIND** your req.
- **HIGHLIGHT** the relevant line items on bank statements and receipts, or **strike out** items that are irrelevant.
- **Do NOT** use **tape**, **paperclips**, or enclose anything in **envelopes**.
- **Do NOT** tape/staple receipts on to a separate piece of paper.
- **Do NOT** staple excessively. One or two staples is enough for most reqs.



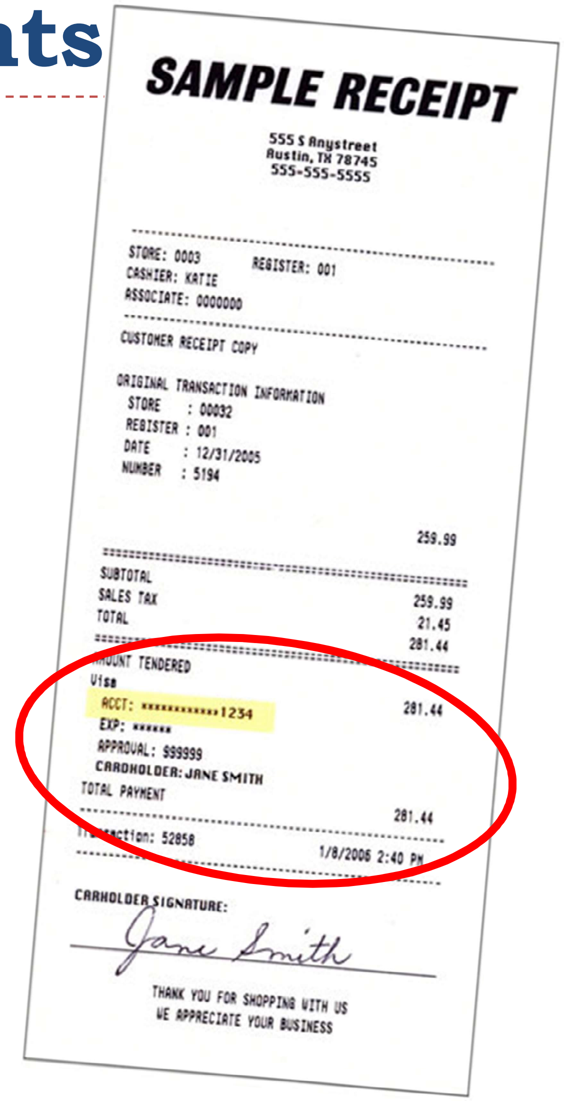
Backups for **Reimbursements**

- Receipts
  - **Originals only**

No photocopies, screenshots, duplicates, or pictures taken with camera

  - **Must show form/proof of payment**
    example: VISA xxxx-1234, CASH or CHECK #123

- *Proof of payment is often not shown on emailed receipts.*
- *If your documentation is titled "Invoice", it must include the form of payment and amount. The word "PAID" written/stamped is not sufficient.*

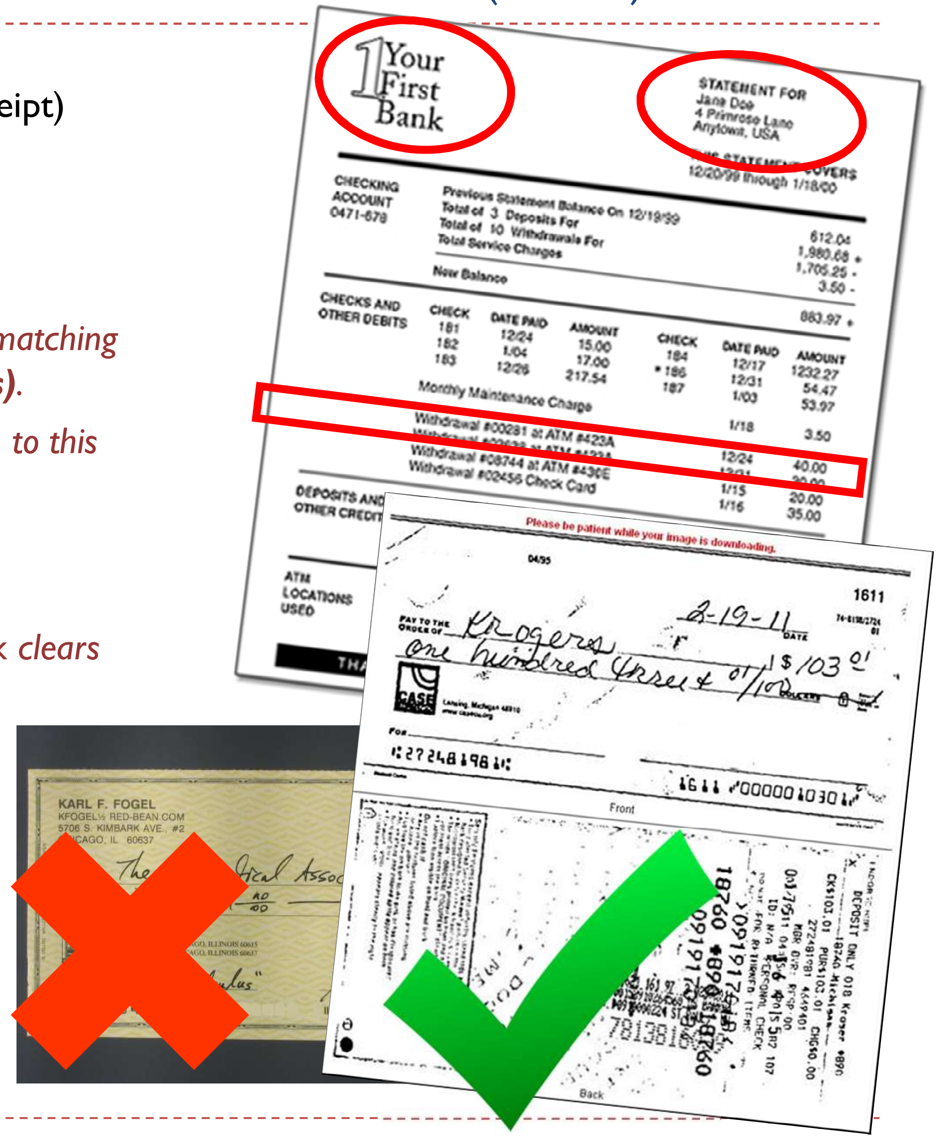


  - Restaurant receipts must include payment information or be accompanied by a credit card processing slip.
  - Attach proof of payment separately if your receipt does not show it. (Continue to next page.)

Backups for **Reimbursements** (cont.)

- **Proof of Payment** (only if not already shown on receipt)
  - A bank/credit card statement, showing
    - *Account holder's name*
    - *The bank's name*
    - *Transactions with merchant names and amounts matching those on your req. **(Please highlight these lines)**.*
    - *You may black out information that do not pertain to this requisition.*
  - If paid by check: Cleared check images
    - *Must be obtained **from the bank** <u>after</u> the check clears*
    - *Must show **both front and back** of the check*

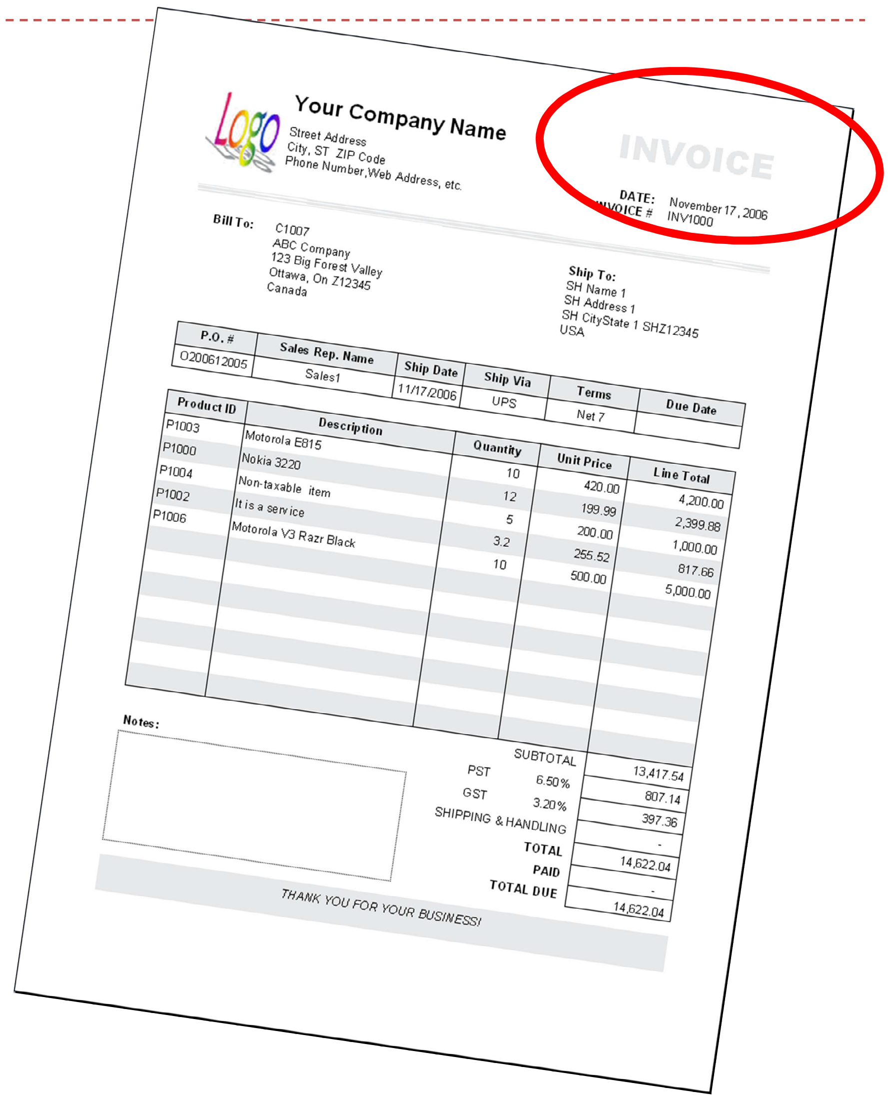
*You must print out these information directly from your bank. **Pictures** taken with cameras or **screenshots** are **not acceptable**.*



Backups for **Payments of Invoice**

- **Original Invoice**
  - *must be marked "invoice" and obtained from your vendor*
  - ***cannot** be a "quote" or "estimate"*

- If the invoice is "payable to" an individual, not a company
  - *You may also need to submit tax information from the vendor. **Contact SGA for details.***



Logo

Your Company Name
Street Address
City, ST ZIP Code
Phone Number,Web Address, etc.

INVOICE

DATE: November 17, 2006
INVOICE # INV1000

Bill To: C1007
ABC Company
123 Big Forest Valley
Ottawa, On Z12345
Canada

Ship To:
SH Name 1
SH Address 1
SH CityState 1 SHZ12345
USA

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
O200612005	Sales1	11/17/2006	UPS	Net 7	

Product ID	Description	Quantity	Unit Price	Line Total
P1003	Motorola E815	10	420.00	4,200.00
P1000	Nokia 3220	12	199.99	2,399.88
P1004	Non-taxable item	5	200.00	1,000.00
P1002	It is a service	3.2	255.52	817.66
P1006	Motorola V3 Razr Black	10	500.00	5,000.00

Notes:

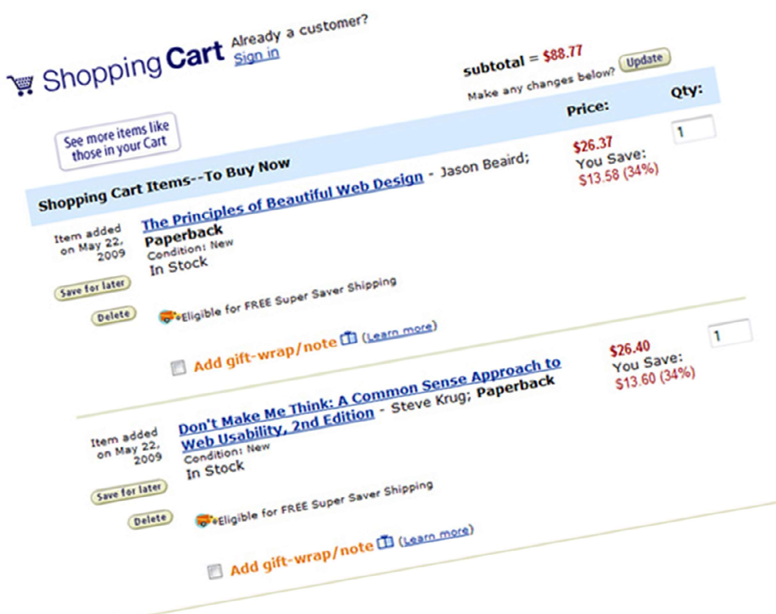
SUBTOTAL		13,417.54
PST	6.50%	807.14
GST	3.20%	397.36
SHIPPING & HANDLING		-
TOTAL		14,622.04
PAID		-
TOTAL DUE		14,622.04

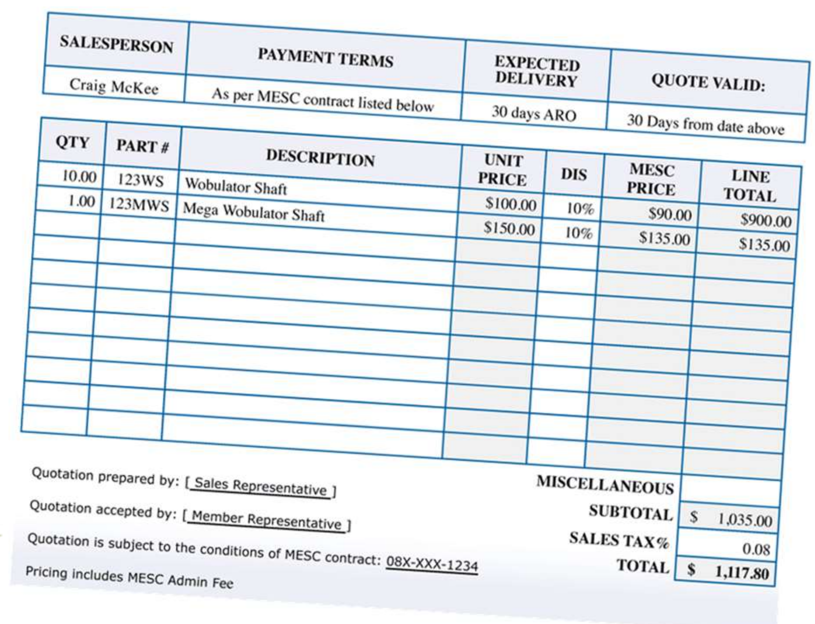
THANK YOU FOR YOUR BUSINESS!

Backups for **Cash Advances**

- **Cost Estimates.** *It can be **any** of the following:*
  - *Online shopping cart*
  - *Receipts from previous purchases (copies/duplicates OK)*
  - *Your own estimations typed up*
  - *Vendor quotes*

Do not forget to consider tax and shipping costs!





SALESPERSON	PAYMENT TERMS	EXPECTED DELIVERY	QUOTE VALID:
Craig McKee	As per MESC contract listed below	30 days ARO	30 Days from date above

QTY	PART #	DESCRIPTION	UNIT PRICE	DIS	MESC PRICE	LINE TOTAL
10.00	123WS	Wobulator Shaft	$100.00	10%	$90.00	$900.00
1.00	123MWS	Mega Wobulator Shaft	$150.00	10%	$135.00	$135.00

Quotation prepared by: [Sales Representative]
Quotation accepted by: [Member Representative]
Quotation is subject to the conditions of MESC contract: 08X-XXX-1234
Pricing includes MESC Admin Fee

MISCELLANEOUS	
SUBTOTAL	$ 1,035.00
SALES TAX %	0.08
TOTAL	$ 1,117.80

Backups for **Purchase Orders**

- Vendor Quotes
  - Your quote should be produced by the payee on the req.
    (For example: If you are paying UCLA Events Office, the quote cannot be from Royce Hall.)
  - We do not recommend using **email conversations** with the vendor as your quotes.
    These are usually not formal quotes and amounts can sometimes change wildly without your knowledge.

SALESPERSON	PAYMENT TERMS	EXPECTED DELIVERY	QUOTE VALID:
Craig McKee	As per MESC contract listed below	30 days ARO	30 Days from date above

QTY	PART #	DESCRIPTION	UNIT PRICE	DIS	MESC PRICE	LINE TOTAL
10.00	123WS	Wobulator Shaft	$100.00	10%	$90.00	$900.00
1.00	123MWS	Mega Wobulator Shaft	$150.00	10%	$135.00	$135.00
					MISCELLANEOUS	
					SUBTOTAL	$ 1,035.00
					SALES TAX%	0.08
					TOTAL	$ 1,117.80

Quotation prepared by: [Sales Representative]

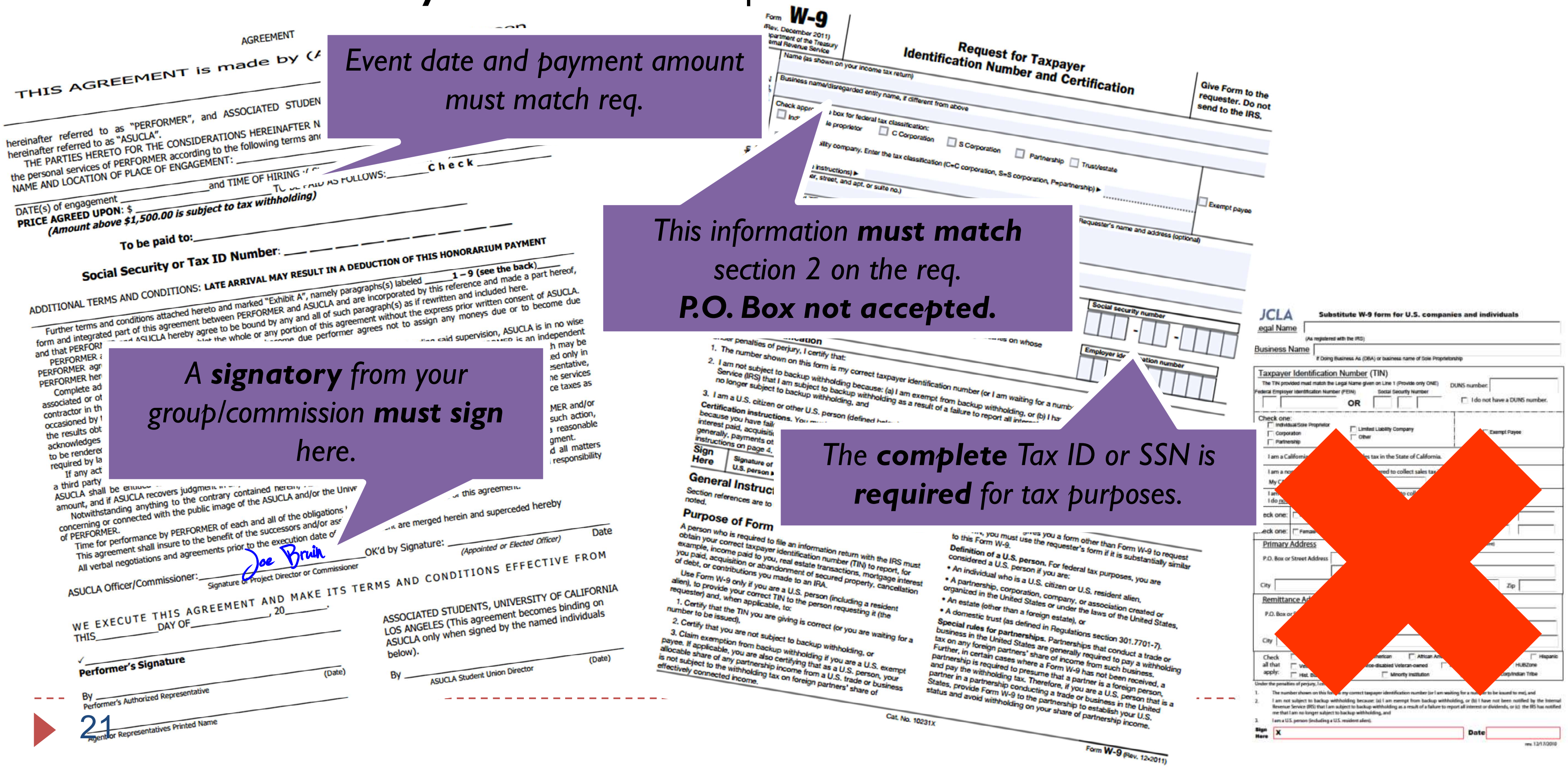
Quotation accepted by: [Member Representative]

Quotation is subject to the conditions of MESC contract: 08X-XXX-1234

Pricing includes MESC Admin Fee

Backups for **Honorarium**

- Completed **ASUCLA Performance Agreement** or **Contract**.
  See note on form above section 3 for which to use and where to get them.
- Completed **IRS W-9** or **W-8BEN**. *No substitutes accepted – UCLA W-9 forms are not acceptable!*
- All information on these forms (name, address, event date/time, payment amount) **must match exactly** with that on the req



Backups – **Additional Documents**

- These backups are required **in addition to** those listed in the previous slides.
- If your event is a **conference** or **retreat**, attach
  - An **agenda**
  - List of **attendees**, and
  - Statement of **Purpose** *(why do you need to go on this trip?)*
  - You can print out existing material or type these up on a piece of paper.
- If you are purchasing customized **prints** or **graphics** of any type *(banners, flyers, t-shirts, tank tops, tote bags, document copies, etc.)*, attach
  - A **sample** of the graphics printed
  - The sample **must show** the "Paid for by USAC" or "Paid for by ASUCLA" **logo or phrase**.
  - You do not have to bring us the actual item produced.

Common Mistakes

- **An invoice is *NOT valid as a receipt*,** *unless it specifically shows form of* ***payment details AND a zero balance due****.*
- **Receipts must be <u>ORIGINALS ONLY</u>.** *Copies/duplicates are not acceptable. If you need the receipts for personal records, please keep the copy/duplicate and submit the original.*
- ***Your receipt must show payment information.*** *"Order confirmations" from online stores typically* ***do not*** *show proof of payment, especially if they are sent via email. Bank statement will be required if this is the only receipt you have.*
- ***Do not modify your receipts in any way.*** *Staple all receipts behind the req form. Do NOT cut them or tape/staple them onto a sheet of paper.*
- ***Avoid paying with cash.*** *If you lose the receipts, it may be impossible to get a second proof of payment.*

What **NOT** to Include with your Req

The following items should not be included with your Req:

- Copy of credit card or ID. *We cannot guarantee the safety of such confidential information in transit. If you're specifically asked for it, **bring** them to our office **in person.***
- Funding application.
- Budget Report. *SGA will always verify your real-time budgets.*
- Signatory Form. *Please submit those separately **in person to SGA office**, <u>before</u> requisitions are turned in.*

Thank you!

- The req is now ready for submission.

- Please turn in your requisition to…
  - Mailbox #**58** for SGOF, or Contingency (Division 100-230 in your account number)
  - Mailbox #**24** for USA Programming, BOD or SIF (Division 250 or 300)
  - Mailbox #**41** for C.S. Mini Fund (Division 260)

- The mailboxes are located on 3rd Floor in Kerckhoff Hall.
  Use the stairs/elevator next to Kerckhoff Coffee House for easiest access.

Questions?

- Contact SGA regarding requisitions
  - **Call us**: (310) 825-3662
  - **Email us**: saccount@asucla.ucla.edu
  - **Visit us**: 332 Kerckhoff Hall
  - **Office Hours**: 9am-5pm Monday thru Friday
    (We are open during academic breaks, but observe all campus closures on holidays)

- Contact your Funding Director regarding funding applications
  - **USA Finance Committee** for **SGOF** and **Contingency**
    (310) 825-5017, usacficom@gmail.com, Kerckhoff 300D
  - **Budget Review Director** for **USA Programming** and **BOD/SIF**
    (310) 206-2422, USABudgetReview@gmail.com, Kerckhoff 300D
  - **C.S. Mini Fund Director** for all Community Service Mini Fund Allocations
    (310) 206-2422, CSMiniFund@gmail.com, Kerckhoff 300D
  - All officers are located in Room 300D Kerckhoff Hall and have varying office hours.