



# Authorized Signers Workshop

## In this Workshop, we will cover....

- 1) A.S. Financial Structure
- 2) The Authorized Signer Process
- 3) Common Financial Policies Limitations & Exceptions
- 4) Policies regarding Contracts/Speakers Fees, Sustainable Purchasing, and Approved Travel
- 5) Requisition Process and Filling Out a Form
- 6) Budget Process

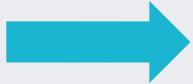


## A.S. Financial Structure

**Non State Funded**

**Non Profit**

**Student funded**



**Associated  
Students  
of UCSB**



# A.S. Financial Structure

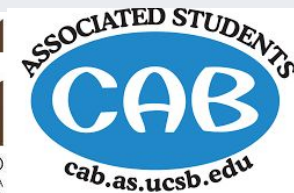
**\$238.67**

Quarterly student fee in Fall, Winter, and Spring as of 2024

**\$209.80**

Quarterly student fee in Summer

**Funding for 77 different boards, committees, and commissions and at least 500 Registered Campus Organizations**





# A.S. Financial Structure

## Eligibility for Associated Students Funding

- **An official A.S. Organization**
- **An official University Unit (campus department, etc.)**
- **An in status SEAL Registered Campus Organization (RCO) listed on Shoreline (have to be re-registered annually)**
- **RCOs must be registered for five academic weeks**



## A.S. Financial Structure

Associated Students does not fund any organization whose membership is contingent upon:

- |                             |                              |
|-----------------------------|------------------------------|
| → <b>Gender</b>             | → <b>GPA</b>                 |
| → <b>Race</b>               | → <b>Faith</b>               |
| → <b>Ethnicity</b>          | → <b>Ideological beliefs</b> |
| → <b>Sexual orientation</b> | → <b>Fellowship</b>          |

\*Finance Committee may fund activities or events for groups provided that they are open to all UCSB students



## A.S. Financial Structure

**Associated Students undergoes an extensive external audit process**

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# Authorized Signer Process





# What is an Authorized Signer?

- Student Officer, Advisor, or University staff member responsible for the financial matters of the org
- For a requisition to be processed, an organization must have two different authorized signers sign off
- You cannot sign off on a requisition made payable to yourself, so every organization should have at least 3 authorized signers



# How to become an Authorized Signer

1. Attend a workshop
2. Complete and turn in signature forms to the A.S. Administration office and fill and complete the online authorized signers application.



# What does it mean to be an Authorized Signer?

When filling out or approving a requisition, it is your responsibility to ask yourself:

1. Is the expenditure appropriate?
2. Does the expenditure fit with the mission?
3. Does it include all supporting documents?
4. Has it been approved within the org?
5. Was a financial policy exception needed and acquired?

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# How to Request Funding

# How to Request Funding

- A) Finance Committee or other A.S. Entity that aligns with your mission
- B) Prepare a detailed budget
- C) Register and submit an F&B application on Fluxx to get on the F&B agenda by Sunday 4pm. <https://asucsb.fluxx.io>
- D) Finance Committee meets Mondays at 4pm  
**WE DO NOT MEET ON Monday holidays OR during Week 10**
- E) Send an informed representative to present and answer committee questions

## Common questions asked by Committee

- 1) Tell us more about your event.
- 2) Is this event open to all UCSB students?
- 3) How will this benefit the campus community?
- 4) Have you sought other sources of funding?
- 5) What line items would you prioritize?
- 6) Specifics & rationale for line items that may break/fall in the grey area of policy
  - i) e.g. t-shirts, equipment, travel



## Finance Committee Logo

If funded by Finance Committee, all advertising materials must include the Finance Committee logo.

More information can be found at:

<https://asfb.as.ucsb.edu/logos/>

# Expenditure Approvals

- For **A.S. Boards, Committees, and Units (BCUs)**, requisitions can only be completed for events approved by the BCU, with attached meeting minutes showing that approval.
- For **SEAL Registered Campus Organizations**, requisitions for reimbursement can only be approved if prior approval was granted by the Finance Committee.



# 2

## Common Financial Policy Limitations and Exceptions



# A.S. Financial Policies and Procedures

**“Financial Policies and Procedures”  
can be found on the A.S. website at:**

[www.as.ucsb.edu/documents/governing-documents](http://www.as.ucsb.edu/documents/governing-documents)

## Governing Documents

### Legal Code

- 2020-21 Legal Code (861 downloads)
- 2019-20 Legal Code (1407 downloads)
- 2018-19 Legal Code (1827 downloads)
- 2017-18 Legal Code
- 2016-17 LEGAL CODE winter
- 2016-17 Legal Code
- 2015-16 Legal Code
- 2014-15 Legal Code

### Financial Policy & Procedure Guide

- 2020-2021 Financial Policies and Procedures (156 downloads)
- 2019-20 Financial Policies and Procedures (291 downloads)
- 2018-19 Financial Policies and Procedures (422 downloads)
- 2016-17 Financial Policies and Procedures
- 2015-16 Financial Policies and Procedures

# Limitations on A.S. Funding

- Travel or Transportation Costs
- Food expenditures (max \$1k)
- Expenses related to off-campus events/activities (excluding IV and Goleta State Beach)
- Decorations
- Personal items (i.e. costumes or personalized shirts).
- Awards, trophies, scholarships for individuals, (gifts cards, etc.)
- Fundraisers for own org
- Equipment purchases
  - rentals allowed
  - equipment that can't be rented yet is essential to the mission of your org is allowed

# Exception to Financial Policy

- A) Finance Committee may, at its discretion, make an exception to policies by a two-thirds vote of the board.
- B) **SEAL RCOs**: One-time Exception once per year per organization for one policy.
- C) **A.S. BCUs**: May receive more than one, but must come to Finance Committee to request exception BEFORE spending funds.
- D) **No retroactive requests will be approved.**

# How to Request an Exception

**It's the same process as requesting funding, just clarify your org would like to employ its exception**

- A)** Submit an Finance Committee application on Fluxx to get on the agenda by Sunday 4pm. <https://asucsb.fluxx.io>
  - a) A.S. BCUs requesting an exception only, select "Policy Exception" in the Project Type drop-down menu.
- B)** An informed representative **MUST** go to Finance Committee on Monday at 4pm **BEFORE** money is spent!

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## Contracts / Speakers Fees



## Contracts/Speaker Fees

- A.S. contracts **must** have the A.S. Executive Director's signature before payment can be made.
- SEAL RCOs: use a SEAL Contract Template
- Contracts cannot be signed by students.
- **It is strictly forbidden** for student groups to pay the performer directly and then seek reimbursement.
  - Admin will pay speakers directly



## Contracts/Speakers Fees

Requisitions must be turned into A.S. Admin with a signed performance contract. All performance contracts must have a performance contract number

Please start this process by contacting your advisor





# Contracts/Speakers Fees

- We need a W-9 for all independent contractors (or a W-8 BEN for international contractors)
- Per university policy, speakers and performers must also acquire insurance.

Form **W-9**  
(Rev. December 2011)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:  
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate  
☐ Limited liability company. Enter the tax classification (D=C corporation, S=S corporation, P=partnership) ☐ Exempt payee  
☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)  
City, state, and ZIP code  
List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.  
**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**  
Under penalties of perjury, I certify that:  
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and  
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and  
3. I am a U.S. citizen or other U.S. person (defined below).  
**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign | Signature of

## Contracts/Speakers Fee

In summary, documentation made payable to a speaker/performer/entertainer must include:

1. **Requisition** with all appropriate information
2. **Performance contract** dated, signed, & initialed by performer
3. Finance Committee **Meeting Minutes** where your funds were approved
4. **W-9** with performers tax information and signature
5. A.S. BCUs: **Certificate of Insurance (COI)**: see your A.S. advisor



## Contracts/Speakers Fees

- Submit the completed paperwork **a minimum of (2) weeks** prior to the event
- Checks will be paid to the speaker/entertainer the day of the event, or mailed after the day of the event



# Ticket Sales

## **Selling tickets for your event?**

- ALL ticket sales must be through the A.S. Ticket Office. No Venmo, Zelle, cash sales, etc. are allowed.
- Ticket Sales are to cover event costs- fundraising for your own organization is against policy

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# Sustainable Purchasing



# Sustainable Purchasing

Certified compostable single-use food service products, including: plates, bowls, utensils, cups, and napkins, must be purchased for events and guests

These can be purchased through the Zero Waste Committee site: <https://zerowaste.as.ucsb.edu/>



## Sustainable Purchasing

- No single use water bottles may be purchased.
- 5 gallon jug pumps must be used for event hydration stations.
- Events must have at least 1 compost & recycling bin for each landfill bin. A.S. Recycling provides this service: <https://recycling.as.ucsb.edu/>

# T-Shirts

- T Shirts are for **awareness campaigns only**
  - ◆ must either meet the Global Organic Textile Standard (GOTS), be Fair Trade certified, or be Made in the USA out of 100% recycled materials
- Please provide a design of your shirt with your funding request (preferably via Fluxx)





# Sustainable Purchasing

All public events with more than 30 attendees that provide food must have vegetarian and vegan options

More information can be found at:

[sustainability.as.ucsb.edu/](https://sustainability.as.ucsb.edu/)

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Travel



# Travel



All travel must be approved by the Finance Committee

- ◆ A.S. Staff and Execs need A.S. Executive Director's approval only
- A.S. will not fund travel for personal or social expenses.
- Must attach conference announcement on Fluxx for all Conference travel requests
- ◆ Attach proof that travel isn't for a social or personal purpose
- When using personal cars for travel, must provide proof of insurance.



## Travel


- All travel costs must be accounted for with **original, itemized receipts** stating exactly what was purchased
- Receipts must be turned in 2 months after returning from pre-approved travel
- Refer to the A.S. Financial Policies for
  - ◆ mileage and gas reimbursement calculations
  - ◆ Meal reimbursement allowances

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# Requisition Process

Requisition Forms are filled out and processed in order for organizations to finalize payments and reimbursements.

On the right hand side, you'll see the 2024-25 A.S. UCSB Requisition Form, which is a fillable PDF found on this A.S UCSB website.

 <b>ASUCSB</b> <small>ASSOCIATED STUDENTS</small>	Associated Students Administration Office University of California - UCEN Rm #2537 Santa Barbara, California 93106-6081 Phone - 893-3374 • Fax - 893-7734	<b>OFFICE USE ONLY</b>
<b>REQUISITION 2024-2025</b>		REQ # _____  PO # _____ GW/FLX # _____
For assistance in completing this form, see reverse side or visit <a href="http://www.as.ucsb.edu/requisition-form/">www.as.ucsb.edu/requisition-form/</a> <b>All checks must be picked up at the A.S. Ticket Office.</b> If you would like your check mailed, please email <a href="mailto:requisition@as.ucsb.edu">requisition@as.ucsb.edu</a> and allow for ten business days from the date of your request.		
PAYABLE TO _____  STREET ADDRESS _____  CITY, STATE & ZIP CODE _____  EMAIL _____ PHONE _____	SUBMIT DATE _____  NAME OF ACCOUNT _____ ACCT. # _____  <small>ORDER TYPE (Use if not an Invoice, Reimbursement, or Budget Transfer)</small> <input type="checkbox"/> Purchase Order <input type="checkbox"/> Open Purchase Order  <small>PAYMENT METHOD (select one)</small> <input type="checkbox"/> Check <input type="checkbox"/> Journal Entry <input type="checkbox"/> Other <input type="checkbox"/> Gateway Order <input type="checkbox"/> Gateway Vendor Blanket  Fax #/Email for PO copy: _____	
Passed by _____ on _____ NAME OF A.S. GROUP _____ MEETING DATE* _____ <small>*Attached copy of minutes is required</small>	EVENT NAME _____ DATE _____	
<b>TWO AUTHORIZED SIGNATURES</b> <b>"A PERSON CANNOT SIGN A REQUISITION MADE PAYABLE TO THEMSELVES"</b>		
1)	PRINTED NAME _____  PHONE # (required) _____ E-MAIL (required) _____ DATE _____	SIGNATURE _____  SUBTOTAL _____ SHIPPING & HANDLING _____ SALES TAX _____ TOTAL _____
2)	PRINTED NAME _____  PHONE # (required) _____ E-MAIL (required) _____ DATE _____	
<b>OFFICE USE ONLY</b>		
INVOICE# _____  VENDOR# _____	1099 <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> contract attached	Logged by: _____  AP/AR: _____  Financial Officer: _____
DEPARTMENTAL AUTHORIZATION _____		

# Before filling out a Requisition Form


You will need the following items for a complete Requisition Form:

- ❑ The event for which any expenditures were made was approved\* by the affiliated BCU or RCO.
- ❑ Physical receipts and invoices associated with the expenditure.
- ❑ At least two Authorized Signers who can sign off on the form. One of these Authorized Signers cannot be the student the requisition is being made out to.



Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the A.S. UCSB Finance Committee. We thank Adam for his help!

Office Use  
Only should  
be left blank!

 Associated Students Administration Office University of California - UCen Rm #2537 Santa Barbara, California 93106-6081 Phone - 893-3374 • Fax - 893-7734		<b>OFFICE USE ONLY</b>	
		REQ # _____  PO # _____ GW/FLX # _____	
<b>REQUISITION 2024-2025</b>			
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PAYABLE TO _____		SUBMIT DATE _____	
STREET ADDRESS _____ _____			
CITY, STATE & ZIP CODE _____			
EMAIL _____		PHONE _____	
Passed by _____ on _____		EVENT NAME _____ DATE _____	
NAME OF A.S. GROUP _____		MEETING DATE* _____	

\*Attached copy of minutes is required




Fill **Payable To** to whoever is receiving the money.

List the vendor if it is an invoice (i.e., Kyle's Kitchen). List the individual person on the receipt if it is a reimbursement. If it is a campus service or space reservation, please make it payable to "UC Regents."

The **Submit Date** is when you complete the form. Please format it as MM/DD/YYYY).

Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the A.S. UCSB Finance Committee. We thank Adam for his help!


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PAYABLE TO		SUBMIT DATE	
STREET ADDRESS		NAME OF ACCOUNT	
CITY, STATE & ZIP CODE		ACCT. #	
EMAIL		ORDER TYPE (Use if not an Invoice, Reimbursement, or Budget Transfer)	
PHONE		<input type="checkbox"/> Purchase Order <input type="checkbox"/> Open Purchase Order	
		PAYMENT METHOD (Select one)	
		<input type="checkbox"/> Check <input type="checkbox"/> Journal Entry <input type="checkbox"/> Other	
		<input type="checkbox"/> Gateway Order <input type="checkbox"/> Gateway Vendor Blanket	
		Fax #/Email for PO copy: _____	
Passed by _____		EVENT NAME	
NAME OF A.S. GROUP		DATE	
MEETING DATE*			

\*Attached copy of minutes is required

Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the A.S. UCSB Finance Committee. We thank Adam for his help!

Name of Account is normally the name of your organization. Using the abbreviated name is fine.

Acct. # is your organization's account number.

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PAYABLE TO	SUBMIT DATE
STREET ADDRESS	
CITY, STATE & ZIP CODE	
EMAIL	PHONE
Passed by _____ on _____ NAME OF A.S. GROUP MEETING DATE*	
*Attached copy of minutes is required	

OFFICE USE ONLY	
REQ # _____	
PO # _____	GW/FLX # _____
NAME OF ACCOUNT ACCT. #	
ORDER TYPE (Use if not an Invoice, Reimbursement, or Budget Transfer)	
<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Open Purchase Order
PAYMENT METHOD (Select one)	
<input type="checkbox"/> Check	<input type="checkbox"/> Journal Entry <input type="checkbox"/> Other
<input type="checkbox"/> Gateway Order	<input type="checkbox"/> Gateway Vendor Blanket
Fax #/Email for PO copy: _____	
EVENT NAME	DATE

When filling out your or another student's **Street Address**, we highly recommend you put down a permanent address, as opposed to your Isla Vista address. This is for instances in which we have to mail the check.

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/](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.

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

Passed by	NAME OF A.S. GROUP	on	MEETING DATE*
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\*Attached copy of minutes is required

### OFFICE USE ONLY

REQ # \_\_\_\_\_

PO # \_\_\_\_\_ GW/FLX # \_\_\_\_\_


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

EVENT NAME	DATE
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Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the A.S. UCSB Finance Committee. We thank Adam for his help!

The vast majority of requisitions will be **checks** or **purchase orders**, depending on if you or another individual is receiving a reimbursement (check) or if the requisition is for an invoice (purchase order).

See the next slides on the other types of requisitions.

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EMAIL	PHONE
Passed by _____ on _____ NAME OF A.S. GROUP MEETING DATE*	
*Attached copy of minutes is required	

OFFICE USE ONLY	
REQ # _____	
PO # _____	GW/FLX # _____
NAME OF ACCOUNT	ACCT. #
<b>ORDER TYPE</b> (Use if not an Invoice, Reimbursement, or Budget Transfer) <input type="checkbox"/> Purchase Order <input type="checkbox"/> Open Purchase Order	
<b>PAYMENT METHOD</b> (Select one) <input type="checkbox"/> Check <input type="checkbox"/> Journal Entry <input type="checkbox"/> Other <input type="checkbox"/> Gateway Order <input type="checkbox"/> Gateway Vendor Blanket	
Fax #/Email for PO copy: _____	
EVENT NAME	DATE



# Requisition Process

A detailed look at the process can be found online at:

[www.as.ucsb.edu/requisition-form/](http://www.as.ucsb.edu/requisition-form/)

This process is completed by A.S. Administration.



# Requisition Process

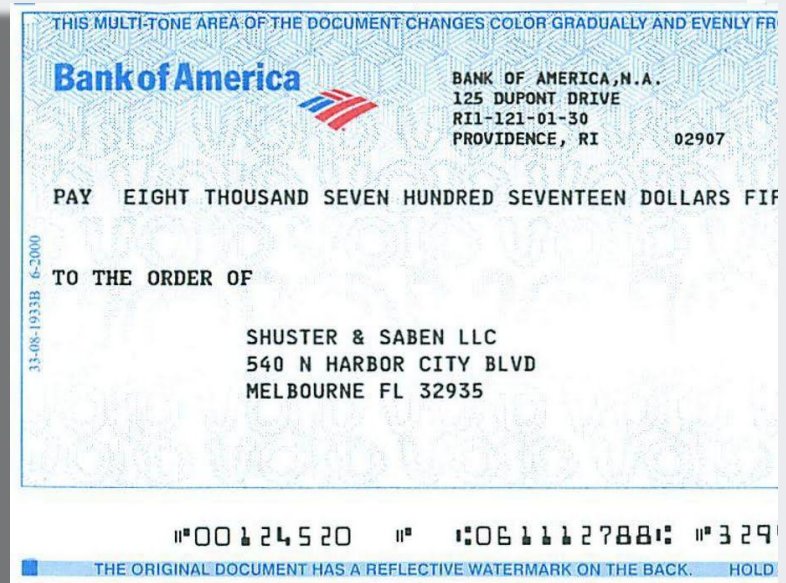
There are three different types of requisitions:

- 1. Checks**
- 2. Purchase Orders**
- 3. Journal Entries** (BCU specific)

# Checks

**Checks** are the most common form of requisition for A.S. BCUs and SEAL RCOs. Checks are primarily used for reimbursements, which occurs after you are approved for funding, pay for the approved expenditure out of your pocket, and then receive the approved amount back from the Association.

For requisition forms resulting in checks, make sure to attach the original receipt as well as the meeting minutes where the funding was approved.



Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the AS UCSB Finance & Business Committee. We thank Adam for his help!



## Checks

Checks are used for reimbursements. When submitting a requisition for a check, you must include:

1. **Attached original itemized receipts** (no scans, pictures, or photocopies)
2. **Meeting minutes where the funds were approved**
3. **Signed & completed** (pink) **requisition form**



# Purchase Orders

**Purchase Orders (POs)** are promises by organizations to pay for services or goods. POs require a final invoice to be submitted to [invoices@as.ucsb.edu](mailto:invoices@as.ucsb.edu) in order for the payment to be processed.

POs take two forms:

- **Open POs** - When a specific amount of money is set aside for recurring charges. This helps to encumber recurring costs.
- **One-Time POs** - Used to streamline the requisition process for vendor payments. Please submit One-Time POs to A.S. UCSB Admin with all necessary documentation (complete requisition form, meeting minutes, and final invoice from the vendor).

In general, Purchase Orders are the most effective way to bypass paying out of pocket and going through the check reimbursement process.

Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the AS UCSB Finance & Business Committee. We thank Adam for his help!



## Purchase Orders

Purchase Orders in this essence are a “promise to pay”. PO’s do not require any documentation to accompany the initial requisition, but payment will not be completed until final invoices are received

When submitting a requisition for a purchase order include:

1. **Attached original invoices**
2. Finance Committee **meeting minutes where the funds were approved**
3. **Signed & completed requisition form**

# Journal Entries

**Journal Entries** are only used by A.S. BCUs. A journal entry is used to transfer funds from one A.S. account to another.

You do not need to attach a receipt or invoice as this is a transfer rather than expended funds. However, you still need to attach to the complete requisition form meeting minutes from when and where the transfer of funding was approved by your organization.

# Gateway Order/ Gateway Vendor Blanket

**Gateway Order** and **Gateway Vendor Blanket** represent payment through UC Santa Barbara's Gateway Vendor portal. See additional slides later!

# Other

**Other** represents alternative payment options, such as cash, electronic transfer, or other approved Business Services payment instruments. Payments that fall under this category must be approved by A.S. UCSB Admin prior to selection and submission of the requisition form.

Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the A.S. UCSB Finance Committee. We thank Adam for his help!



## Journal Entries

Journal entries should be used for to transfer funds from one organization's A.S. account to another's. When submitting a requisition for a journal entry, you must include:


1. **Meeting minutes** where the transfer of funds were approved (with appropriate sections highlighted)
2. **Requisition form** (check the "journal entry" option)

Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the A.S. UCSB Finance Committee. We thank Adam for his help!

This is the group (i.e., the **name of the RCO or BCU**) and **meeting date** of when funding for this expenditure was passed.

After filling out the requisition form fully, you will need to attach a copy of the meeting minutes.


For RCOs, you must check to ensure the Finance Committee has approved the expenditure and it's been ratified by the A.S. Senate..

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		REQ # _____	
<b>REQUISITION 2024-2025</b>		PO # _____ GW/FLX # _____	
For assistance in completing this form, see reverse side or visit <a href="http://www.as.ucsb.edu/requisition-form/">www.as.ucsb.edu/requisition-form/</a> <b>All checks must be picked up at the A.S. Ticket Office.</b> If you would like your check mailed, please email <a href="mailto:requisitions@as.ucsb.edu">requisitions@as.ucsb.edu</a> and allow for ten business days from the date of your request.			
PAYABLE TO		SUBMIT DATE	
STREET ADDRESS			
CITY, STATE & ZIP CODE			
EMAIL		PHONE	
Passed by _____ on _____		EVENT NAME	
NAME OF A.S. GROUP		DATE	
MEETING DATE*			
*Attached copy of minutes is required			

Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the A.S. UCSB Finance Committee. We thank Adam for his help!

For **Event Name**, please write, as best you can fit, the name of the event. For example, "IVCRC Farmer's Market 2025" or "CFF Spring Speaker Series 2024."

On the **Date** box here, write the date in which this event happened.

 Associated Students Administration Office University of California - UCen Rm #2537 Santa Barbara, California 93106-6081 Phone - 893-3374 • Fax - 893-7734		<b>OFFICE USE ONLY</b>	
		REQ # _____  PO # _____ GW/FLX # _____	
<b>REQUISITION 2024-2025</b>			
For assistance in completing this form, see reverse side or visit <a href="http://www.as.ucsb.edu/requisition-form/">www.as.ucsb.edu/requisition-form/</a> <b>All checks must be picked up at the A.S. Ticket Office.</b> If you would like your check mailed, please email <a href="mailto:requisitions@as.ucsb.edu">requisitions@as.ucsb.edu</a> and allow for ten business days from the date of your request.			
PAYABLE TO _____		SUBMIT DATE _____	
STREET ADDRESS _____ _____			
CITY, STATE & ZIP CODE _____			
EMAIL _____		PHONE _____	
Passed by _____		On _____	
NAME OF A.S. GROUP _____		MEETING DATE* _____	
*Attached copy of minutes is required			
NAME OF ACCOUNT _____		ACCT. # _____	
ORDER TYPE (Use if not an Invoice, Reimbursement, or Budget Transfer) <input type="checkbox"/> Purchase Order <input type="checkbox"/> Open Purchase Order			
PAYMENT METHOD (Select one) <input type="checkbox"/> Check <input type="checkbox"/> Journal Entry <input type="checkbox"/> Other <input type="checkbox"/> Gateway Order <input type="checkbox"/> Gateway Vendor Blanket			
Fax #/Email for PO copy: _____			
EVENT NAME _____		DATE _____	


How to fill out a requisition form  
**UC SANTA BARBARA**

Cat. # (Category Number) and Event # are for A.S. BCUs only.

Within every BCU budget, there are categories in which the monies are allocated. Categories include 7100 - Honoraria, 7800 - Travel & Conference, and 7900 - Special Projects, to name a few.

To see your full list of categories, please review your organization's budget sheet.

Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the A.S. UCSB Finance Committee. We thank Adam for his help!



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	

**OFFICE USE ONLY**

INVOICE# \_\_\_\_\_ 1099  
VENDOR# \_\_\_\_\_ ☐ YES ☐ NO  
\_\_\_\_\_ ☐ contract attached

DEPARTMENTAL AUTHORIZATION \_\_\_\_\_

Logged by: \_\_\_\_\_  
AP/AR: \_\_\_\_\_  
Financial Officer: \_\_\_\_\_

For **Description**, try your best to be as detailed as possible regarding what is being paid for and why. You don't need to be repetitive or overly descriptive, but we should know the following:

- What was the item?
- What was it for?
- From where was it purchased?

For example:

Kyle's Kitchen Crispy Chicken Sandwiches for student event attendees.

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CAT #	EVENT #	QTY	DESCRIPTION (please be detailed)	UNIT PRICE	AMOUNT
SUBTOTAL					
SHIPPING & HANDLING					
SALES TAX					
TOTAL					

**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 \_\_\_\_\_

**OFFICE USE ONLY**

INVOICE# \_\_\_\_\_ 1099 \_\_\_\_\_  
VENDOR# \_\_\_\_\_ ☐ YES ☐ NO  
☐ contract attached

DEPARTMENTAL AUTHORIZATION \_\_\_\_\_

Logged by: \_\_\_\_\_  
AP/AR: \_\_\_\_\_  
Financial Officer: \_\_\_\_\_



**Unit Price** is the price of one item listed on the line.

Amount is the Unit Price multiplied by the Quantity.

For example:

John purchased 5 pizzas from Costco for \$10 each. The amount would \$50. Math rocks!

[illegible]

How to fill out a requisition form

**UC SANTA BARBARA**

**Subtotal** is calculated by adding everything together pre-tax, pre-tip, and pre-shipping-and-handling.

**Shipping & Handling** is, of course, for shipping and handling. However, you can also use this box for **tips/gratuity!** Just be sure to mark it clearly.

**Sales Tax** is for sales tax!

**Total** is the everything added up.

Always remember to make sure that the total on the requisition form matches the receipts' total!

Language and instructions on filling out requisition forms was created by Adam Majcher ('23), former Chair of the A.S. UCSB Finance Committee. We thank Adam for his help!

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

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

SUBTOTAL	
SHIPPING & HANDLING	
SALES TAX	
TOTAL	

How to fill out a requisition form

UC SANTA BARBARA

Here is where **Authorized Signers** come into play! You need two Authorized Signers per requisition form; and if the requisition is for yourself, you cannot be one of the two signers. This is why all organizations need at least three Authorized Signers in order to access funding.

For questions about the Authorized Signers process + workshops, please contact members of the AS Finance Committee.

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

\_\_\_\_\_

PHONE # (required)

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

E-MAIL (required)

\_\_\_\_\_

DATE

2) \_\_\_\_\_

PRINTED NAME

\_\_\_\_\_

PHONE # (required)

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

E-MAIL (required)

\_\_\_\_\_

DATE

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

**OFFICE USE ONLY**

INVOICE# \_\_\_\_\_

VENDOR# \_\_\_\_\_

\_\_\_\_\_

**1099**

☐ YES    ☐ NO

☐ contract attached

Logged by: \_\_\_\_\_

AP/AR: \_\_\_\_\_

Financial Officer: \_\_\_\_\_

DEPARTMENTAL AUTHORIZATION

How to fill out a requisition form

**UC SANTA BARBARA**

CAT #	EVENT #	QTY	DESCRIPTION (please be detailed)	UNIT PRICE	AMOUNT
<b>TWO AUTHORIZED SIGNATURES</b>				SUBTOTAL	
*A PERSON CANNOT SIGN A REQUISITION MADE PAYABLE TO THEMSELVES*				SHIPPING & HANDLING	
1) _____ PRINTED NAME  PHONE # (required)	_____ SIGNATURE  E-MAIL (required)		_____ DATE	SALES TAX	
2) _____ PRINTED NAME  PHONE # (required)	_____ SIGNATURE  E-MAIL (required)		_____ DATE	TOTAL	

OFFICE USE ONLY

INVOICE# \_\_\_\_\_      1099

VENDOR# \_\_\_\_\_      ☐ YES    ☐ NO

☐ contract attached

DEPARTMENTAL AUTHORIZATION \_\_\_\_\_      Logged by: \_\_\_\_\_

Financial Officer: \_\_\_\_\_

Office Use  
Only should  
be left blank!

## How requisitions are processed

Requisitions are processed and paid out by A.S. Admin,  
**not by the Finance Committee**

**A.S. Admin email: [requisitions@as.ucsb.edu](mailto:requisitions@as.ucsb.edu)**



# Common Reasons Why a Requisition is Held Up

- Lack of original receipts or invoices
- Not a registered authorized signer
- Lack of funds in the account
- Expenditure breaks financial policy with no proof of exception
- Missing meeting minutes
- Lack of information (inadequate description, incorrect totals, incorrect account name and number, uninformed representative)
- account numbers (can be found [HERE](#))
  - ◆ Or google "ucsb what's my account number"

# 8

## Budget Process

**Not relevant to RCOs, only BCUs receive yearly budgets from the Finance Committee.**

# The Budget Cycle Process

Every year, the Boards, Committees, and Units (BCUs) within the Association must go through the **Budget Cycle Process**.

This process results in the budgets given to all organizations within A.S., following a multi-step recommendation and review process. The next slides will give a brief overview of what to expect.





# Budget Cycle Process | Winter Quarter 2025

Week 5 W25	All A.S. entities will receive a budget packet from the Financial Operations Team during the first week of February (Week 5 of Winter 2025), detailing their projected budget for Fiscal Year 2026.
Week 9 W25	<p>Budget hearings are scheduled to begin during the first week of March (Week 9 of Winter 2025). During this time, organizations will be asked to explain their budget changes and answer questions from the Budget Allocation Committee.</p> <ul style="list-style-type: none"><li>• If an organization with a lock-in fee is asking for over \$150 or more than the amount of their lock-in, they must attend a budget hearing. Otherwise, all lock-in organizations are only required to submit the budget packet.</li><li>• University departments that receive A.S. funding shall be required to attend the budget hearing and present their use of such funds. Failure to comply with this regulation forfeits the organization's entitlement to any A.S. funding.</li></ul>
Week 10 W25 to Week 1 S25	The Finance Committee will meet in closed session to formulate a budget and make a recommendation to the A.S. President by the first week of Spring 2025.

# Budget Cycle Process | Spring Quarter 2025

Week 2 S25	The A.S. President will formulate a preliminary budget, based on the Finance Committee's recommendations, and present it back to that Committee by the end of Week 2 of Spring 2025.
Week 4 S25	The revised preliminary budget will be forwarded to the A.S. Senate by Week 4 of the Spring 2025 for their tentative review.
Week 5 S25	The A.S. President will then forward their final proposed budget to the Senate by Week 5 of Spring 2025 to begin the official Senate review process.
Weeks 5 to 6 S25	<p>The Senate must consider and take any actions on the President's final budget by the end of Week 6 of Spring 2025.</p> <p>If no action of any kind is taken by the Senate by the end of Week 6, then it is assumed that the President's budget for Fiscal Year 2026 is approved.</p>
Weeks 7 to Week 10 S25	All A.S. entities are notified of their Fiscal Year 2026 budgets by the Financial Operations Team.

# Submitting Rollover Requests

In the Spring Quarter, all BCUs will be asked to examine whatever remaining funds they have (or expected to have left).

Afterwards, the BCUs will be asked to submit a **Rollover Request** in order to have these funds considered to be moved into their budget for the following year.

**Important:** Groups that have remaining funds but do not submit Rollover Requests will have those funds moved into our general budget.



# NEXT STEPS: Post-Workshop

- ❑ Fill out the physical Signers Signature Form
  - ❑ Presenter will submit the form to A.S. Administration.
- ❑ Fill and complete the online authorized signers application.
  - ❑ Log in -> Edit profile -> Signer Portal -> Submit.

