

It all comes back to you!

How to Fill Out a Req

Student Government Accounting

This is a "Req"

- You can obtain one from your commission or ask a SGA staff.

TEAR OFF PERFORATION AND DETACH PINK COPY FOR YOUR RECORDS BEFORE ATTACHING DOCUMENTATIONS

Associated Students of UCLA
Student Government Accounting
308 Westwood Plaza
332 Kerckhoff Hall
Los Angeles, CA 90024-1540

GENERAL REQUISITION AND PAYMENT ORDER

(This is not a Purchase Order. Do not forward to vendor.)

REQUISITION NUMBER
G 345678

THIS IS NOT A PURCHASE ORDER NUMBER

SGA cannot contact you - For processing status, budget reports and information on how to complete this form, go to: usac.uscla.edu or gsa.uscla@ucla.edu
STAFF all documentations BEHIND this form - Do not use staples, tape or staples in envelopes. SGA cannot be responsible for lost documents.

1. Date _____

Prepared By _____

Cell _____

E-mail _____

2. Payee's Name _____ Vendor # _____

c/o, Department or Attention _____

Street Address _____

City _____ State _____ Zip _____ Campus Mail Code _____

UID _____ Phone () _____ Fax () _____

ASUCLA Customer # _____

Student Media Customer # _____

3. P.O. # _____

4. Student Group/Dept. Name _____

4-Digit Group/Dept. Number: _____

(Enter Full 21-digit account number in section 14)

For all Honorarium payments please attach 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.

5. ACTION TO BE TAKEN - CHECK ONE

____ PURCHASE ORDER (PO) ____ PAYMENT OF INVOICE (Please attach the original)

____ REIMBURSEMENT CHECK

____ CASH ADVANCE CHECK ____ HONORARIUM PAYMENT

6. NATURE OF EXPENDITURE - CHECK ALL THAT APPLY

____ SUPPLIES ____ FACILITIES/AVENUE ____ TRAVEL

____ PUBLICITY/GRAPHICS ____ EVENT REGISTRATION ____ VEHICLE RENTAL

____ FOOD/BEVERAGE ____ HOUSING/LODGING ____ PARKING

7. PAYMENT DELIVERY OPTIONS

____ MAIL TO THE ADDRESS SHOWN ABOVE
(Not available for Cash Advances)

____ PURCHASE ORDER PICK-UP

____ CHECK PICK-UP

CHECK TO BE PICKED UP BY: _____

COMPLETE NAME _____

E-MAIL: _____

CELL: _____

RENDER GOODS OR SERVICES DESCRIBED BELOW TO BEARER IN AMOUNT NOT TO EXCEED THAT WHICH IS SHOWN.			
QUANTITY	PROVIDE A COMPLETE DESCRIPTION OF GOODS OR SERVICES	UNIT PRICE	TOTAL
13.	EVENT NAME: _____ DATE(S): _____	TOTAL AMOUNT PER ATTACHMENTS	11.
LOCATION: _____ START/END TIME: _____	REQUISITION TOTAL	12.	NOT TO EXCEED

14. ENTER YOUR 21-DIGIT ACCOUNT NUMBER

1) _____

2) _____

3) _____

4) _____

15. AMOUNT(S) TO CHARGE

\$ _____

\$ _____

\$ _____

\$ _____

SECTION 12 MUST EQUAL THE SUM OF SECTION 15 "AMOUNT(S) TO CHARGE."

16. SIGNATURES		ASUCLA STUDENT GOVERNMENT ACCOUNTING OFFICIAL USE ONLY	
USA APPROVALS STUDENT GROUP REP. _____ COMMISSIONER _____ FUND DIRECTOR _____ FINANCE COMMITTEE _____ SGA INTERNAL VICE PRESIDENT _____ SGA PRESIDENT _____	SGA APPROVALS SOURCE REP. _____ PROJECT DIRECTOR _____ SGA OFFICIAL _____ SGA VICE PRESIDENT INTERNAL _____ SGA PRESIDENT _____	Ordered By: _____ Confirmation #: _____ Session ID: _____ REQ AUDIT BY: _____ BURSTING BY: _____ INVENTORY COPY MADE BY: _____ APPROVED BY: _____ DATE: _____ AMOUNT ENTERED: _____ INPUT BY: _____ INPUT DATE: _____	

FORM 410 (REV. 09/13) ORIGINAL - PURCHASING (This form expires one year from the approved date) YELLOW - CONFIRMING COPY PINK - PREPARER COPY - PLEASE KEEP FOR YOUR RECORDS

Before You Start

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

▶ **Write legibly and neatly.**

Try writing in ALL CAPS. A mistake on your check takes at least a week to be corrected.

▶ **Leave all gray boxes blank.**

*Those spaces are **strictly** for SGA use only. Other departments/offices cannot give you a correct number.*

If these boxes are filled out with invalid numbers, you may have to redo the entire req.

▶ **Do NOT use erasers or correction tape/fluid.**

▶ **Use a black or blue ballpoint or ink pen and press hard.**

***Do not** use pencils, felt tips, sharpies, highlighters, markers, or anything with a soft tip/lots of ink!*

▶ **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://www.usac.ucla.edu/funding/sgainstructions.php>.

You can also obtain a real-time copy from SGA office.

Section 1 – Preparer Information


THIS IS NOT A PURCHASE ORDER NUMBER

1. Date	09/01/2013
Prepared By	Joe Bruin
Cell	(310)825-4321
E-mail	jbruin@ucla.edu

- ▶ Enter in this section **YOUR** information.
Do NOT leave everything blank, even if you are the payee.
- ▶ Please use an e-mail address that you check regularly, or a phone number that you can answer (or collect voicemail) during business hours.
- ▶ SGA **cannot** contact everyone regarding their requisitions due to the large volume of reqs we have to process. Status updates are posted here:
https://www.usac.ucla.edu/funding/sgare_sources.php

Section 2 – Payee Information

STAPLE all documentations BEHIND this form - DO NOT use paperclips, tape or enclose in envelope. SGA cannot be responsible for lost documents.

2. Payee's Name Josephine Bruin		Vendor # LEAVE IT BLANK!
c/o, Department or Attention		
Street Address 543 Hilgard Ave. Apt. 101		
City Los Angeles	State CA	Zip 90024
UID 012-345-678	Phone (310) 555-5678	Fax ()

- ▶ This is the **person/company** who the check will be made out to.
- ▶ Use a **FULL, LEGAL NAME**.
- ▶ Address is **required** for all payments.
- ▶ You **may not use an on-campus address** *unless the check is written to your organization's name.*
- ▶ We strongly recommend including a **phone number** and **UID**.
- ▶ **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.
- ▶ **Leave Vendor # blank.** *Do not copy from previous checks or use a number you got from someone else!*

Section 3 and 4

- ▶ **Leave section 3 blank.**
Do not copy from previous reqs/checks.
- ▶ **In section 4, enter the organization'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.

lost documents.

3. P.O. #
LEAVE IT BLANK!
4. Student Group/Dept. Name USAC President
4-Digit Group/Dept. Number: 2001

Section 5 – Action to be Taken

- ▶ 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

5. ACTION TO BE TAKEN - CHECK ONE	
<input type="checkbox"/> PURCHASE ORDER (PO)	<input type="checkbox"/> PAYMENT OF INVOICE (Please attach the original)
<input checked="" type="checkbox"/> REIMBURSEMENT CHECK	
<input type="checkbox"/> CASH ADVANCE CHECK	<input type="checkbox"/> HONORARIUM PAYMENT

Section 5 – Action to be Taken

- ▶ 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

5. ACTION TO BE TAKEN - CHECK ONE	
<input type="checkbox"/> PURCHASE ORDER (PO)	<input type="checkbox"/> PAYMENT OF INVOICE (Please attach the original)
<input checked="" type="checkbox"/> REIMBURSEMENT CHECK	
<input type="checkbox"/> CASH ADVANCE CHECK	<input type="checkbox"/> HONORARIUM PAYMENT

Section 5 – Action to be Taken

- ▶ 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

5. ACTION TO BE TAKEN - CHECK ONE	
<input type="checkbox"/> PURCHASE ORDER (PO)	<input type="checkbox"/> PAYMENT OF INVOICE (Please attach the original)
<input checked="" type="checkbox"/> REIMBURSEMENT CHECK	
<input type="checkbox"/> CASH ADVANCE CHECK	<input type="checkbox"/> HONORARIUM PAYMENT

Section 5 – Action to be Taken

▶ 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

2) ASUCLA Contract for payments \$2,000 and above.

5. ACTION TO BE TAKEN - CHECK ONE	
<input type="checkbox"/> PURCHASE ORDER (PO)	<input type="checkbox"/> PAYMENT OF INVOICE (Please attach the original)
<input checked="" type="checkbox"/> REIMBURSEMENT CHECK	
<input type="checkbox"/> CASH ADVANCE CHECK	<input type="checkbox"/> HONORARIUM PAYMENT

Section 5 – Action to be Taken

▶ 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 (<\$2,000) or contract (≥\$2,000), signed by the performer AND a signatory from your organization

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

2) ASUCLA Contract for payments \$2,000 and above.

5. ACTION TO BE TAKEN - CHECK ONE	
<input type="checkbox"/> PURCHASE ORDER (PO)	<input type="checkbox"/> PAYMENT OF INVOICE (Please attach the original)
<input checked="" type="checkbox"/> REIMBURSEMENT CHECK	
<input type="checkbox"/> CASH ADVANCE CHECK	<input type="checkbox"/> HONORARIUM PAYMENT

Section 6 – Nature of Expense

- ▶ What is your purchase for?

6. NATURE OF EXPENDITURE - CHECK ALL THAT APPLY		
<input checked="" type="checkbox"/> SUPPLIES	<input type="checkbox"/> FACILITIES/VENUE	<input type="checkbox"/> TRAVEL
<input checked="" type="checkbox"/> PUBLICITY/GRAPHICS	<input type="checkbox"/> EVENT REGISTRATION	<input type="checkbox"/> VEHICLE RENTAL
<input type="checkbox"/> FOOD/BEVERAGE	<input type="checkbox"/> HOUSING/LODGING	<input type="checkbox"/> PARKING

RENDER GOODS OR SERVICES DESCRIBED BELOW TO BEADP IN AMOUNT NOT TO EXCEED

- ▶ Check **all** categories that can apply. If none of these apply, simply leave this section blank.
- ▶ ***An item listed here does not imply it is approved for your funding.***
Check with your funding chairperson or SGA for details.

Section 7 – 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.
The payee need not be listed here.*

7. PAYMENT DELIVERY OPTIONS	
<input type="checkbox"/>	MAIL TO THE ADDRESS SHOWN ABOVE (Not available for Cash Advances)
<input type="checkbox"/>	PURCHASE ORDER PICK-UP
<input checked="" type="checkbox"/>	CHECK PICK-UP
CHECK TO BE PICKED UP BY:	
Joe Bruin	
COMPLETE NAME	
E-MAIL:	(310)825-4321
CELL:	jbruin@ucla.edu
NEED THAT WHICH IS SHOWN.	

Use the **Check Register** to see if your check is ready: <https://www.usac.ucla.edu/funding/sgaresources.php>
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 8-10 – Purchase Details

- ▶ **List what you are purchasing.**

It's OK to generalize and refer us to your documentations; no need to copy entire receipts.


Include all taxes, shipping/service charges, etc.

- ▶ **Keep things concise.** *No paragraphs here please.*

If you need to provide extended explanations, attach it on a separate piece of paper.

RENDER GOODS OR SERVICES DESCRIBED BELOW TO BEARER IN AMOUNT NOT TO EXCEED THAT WHICH IS SHOWN.			
QUANTITY	PROVIDE A COMPLETE DESCRIPTION OF GOODS OR SERVICES	UNIT PRICE	TOTAL
8. 100	9. Office Supplies from Staples (see receipt) Flyers	10. \$0.60	 \$34.92 \$60.00
13. EVENT NAME: _____ DATE(S): _____		TOTAL AMOUNT PER ATTACHMENTS	11.
LOCATION: _____ START/END TIME: _____		REQUISITION TOTAL NOT TO EXCEED	12.

Sections 11-12 – Amounts

RENDER GOODS OR SERVICES DESCRIBED BELOW TO BEARER IN AMOUNT NOT TO EXCEED THAT WHICH IS SHOWN.			
QUANTITY	PROVIDE A COMPLETE DESCRIPTION OF GOODS OR SERVICES	UNIT PRICE	TOTAL
8. 100	9. Office Supplies from Staples (see receipt) Flyers	10. \$0.60	<div style="border: 2px solid green; border-radius: 50%; padding: 5px; display: inline-block;"> \$34.92 \$60.00 </div>
<div style="background-color: #FFD700; padding: 10px; border: 1px solid black;"> <p>#11: “Total Amount Per Attachments” <i>This is the total from all items above. This should also match the total of all your documentations.</i></p> </div>			<div style="text-align: center;">  </div>
13. EVENT NAME: _____ DATE(S): _____		TOTAL AMOUNT PER ATTACHMENTS	11. <div style="border: 2px solid orange; border-radius: 50%; padding: 5px; display: inline-block;">\$94.92</div>
LOCATION: _____ START/END TIME: _____		REQUISITION TOTAL NOT TO EXCEED	12. <div style="border: 2px solid green; border-radius: 50%; padding: 5px; display: inline-block;">\$80.00</div>

#12: “Requisition Total Not to Exceed”

*This is the **amount you are requesting**. You can request up to the total above, or your available budget, whichever is lower.*

Sections 13 – Event Information

- ▶ What are your purchases for?

13.	EVENT NAME: <u>New Members Recruitment</u>		DATE(S): <u>10/15 - 20/2013</u>	T P F N
	LOCATION: <u>Bruin Walk</u>		START/END TIME: <u>10 am-3 pm</u>	

- ▶ This section is **required** unless your purchase is not for a specific event. (for example, general office supplies)
- ▶ If your event lasts for more than one day, **include both start and end dates**.
- ▶ Use **exact dates and times** or **quarter** for quarter-long events. (example: Nov. 12, 2013 or Fall 2013).
- ▶ Information in this section **must** match your funding application.
If the event date changed after you received allocations, you must notify your funding chair (FiCom, BRD, C.S. Mini) before submitting reqs. *Your req may not be approved if the event dates do not match our records.*

Section 14 and 15 – Accounts

- ▶ Enter the 21-digit account numbers you're using to pay for the expenses.
- ▶ You may use up to four (4) accounts on each req.
- ▶ Under “Amount(s) to charge”, enter the amount to be taken out of each account.

EVENT NAME: _____ DATE(S): _____		REQUISITION TOTAL 12. \$80.00	
LOCATION: _____ START/END TIME: _____		NOT TO EXCEED	
14. ENTER YOUR 21-DIGIT ACCOUNT NUMBER		15. AMOUNT(S) TO CHARGE	
1) <u>1-4100-200-2001-6220-00000</u>		\$ <u>50.00</u>	
2) <u>1-4100-230-2001-6220-04567</u>		\$ <u>30.00</u>	
3) _____		\$ _____	
4) _____		\$ _____	

SECTION 12 MUST EQUAL THE SUM OF SECTION 15 "AMOUNT(S) TO CHARGE."

- ▶ The total of all amounts entered here should **equal** to what you wrote in section 12.
- ▶ Use the **budget report** to get your account numbers and budgets here: <https://www.usac.ucla.edu/>
Almost all accounts have restrictions on what you can use it for – make sure your account is eligible for this particular expense.
- ▶ Help on how to read the account number: <https://www.usac.ucla.edu/funding/sga/accounthelp.pdf>

Section 16 - Signatures

- ▶ Someone from your organization must sign the req before we can process it.
- ▶ **SOOF or SGOF** (Div. 100-220): a signatory* must sign in “**Student Group Rep.**” or “**Commissioner**”.
- ▶ **Other funding source(s)**: anyone from the organization may sign in “**Student Group Rep.**”
- ▶ **If using more than one account**, signatures are needed for each account.
- ▶ Do not sign in any of the other boxes unless SGA specifically instructed you to do so.

16. SIGNATURES	
USA APPROVALS	GSA APPROVALS
STUDENT GROUP REP. <i>Joe Bruin</i>	COUNCIL REP.
COMMISSIONER	COUNCIL REP.
FUND DIRECTOR	PROJECT DIRECTOR
FINANCE COMMITTEE	GSA OFFICIAL
USA INTERNAL VICE PRESIDENT	GSA VICE PRESIDENT INTERNAL
USA PRESIDENT	GSA PRESIDENT

FORM 410 (REV. 08/13) ORIGINAL - PURCHASING (This form expires one year from the approved date)

*If a signatory is required to sign:

- The signatory must be on file with SGA.
Being registered with SOLE does not automatically make you a signatory with us.
- Your signature must look exactly the same as the one on your signatory sheet.
- The payee cannot sign off as a signatory.

The Req Form is now complete!

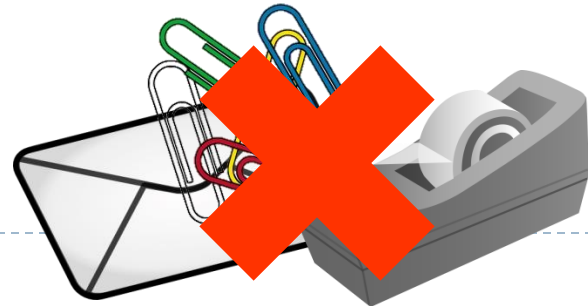
But before you turn it in...

- ▶ **Detach the pink req copy** and **keep** it for your records.
- ▶ You must attach other documentations regarding this expense (“backups”).
Reqs submitted without backups are generally not approved.
- ▶ The exact items we need depend on the type of your req.
Continue this tutorial to see what you need.



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.
Do not staple to the perforated edge on top – or they can get detached!
- ▶ **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.
- ▶ *SGA cannot be responsible for the loss or damage to improperly attached documents.*



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.)

SAMPLE RECEIPT

555 S Anystreet
Austin, TX 78745
555-555-5555

STORE: 0003 REGISTER: 001
CASHIER: KATIE
ASSOCIATE: 000000

CUSTOMER RECEIPT COPY

ORIGINAL TRANSACTION INFORMATION
STORE : 00032
REGISTER : 001
DATE : 12/31/2005
NUMBER : 5194

259.99

SUBTOTAL 259.99
SALES TAX 21.45
TOTAL 281.44

AMOUNT TENDERED

Visa

ACCT: *****1234 281.44
EXP: *****
APPROVAL: 99999
CARDHOLDER: JANE SMITH
TOTAL PAYMENT 281.44

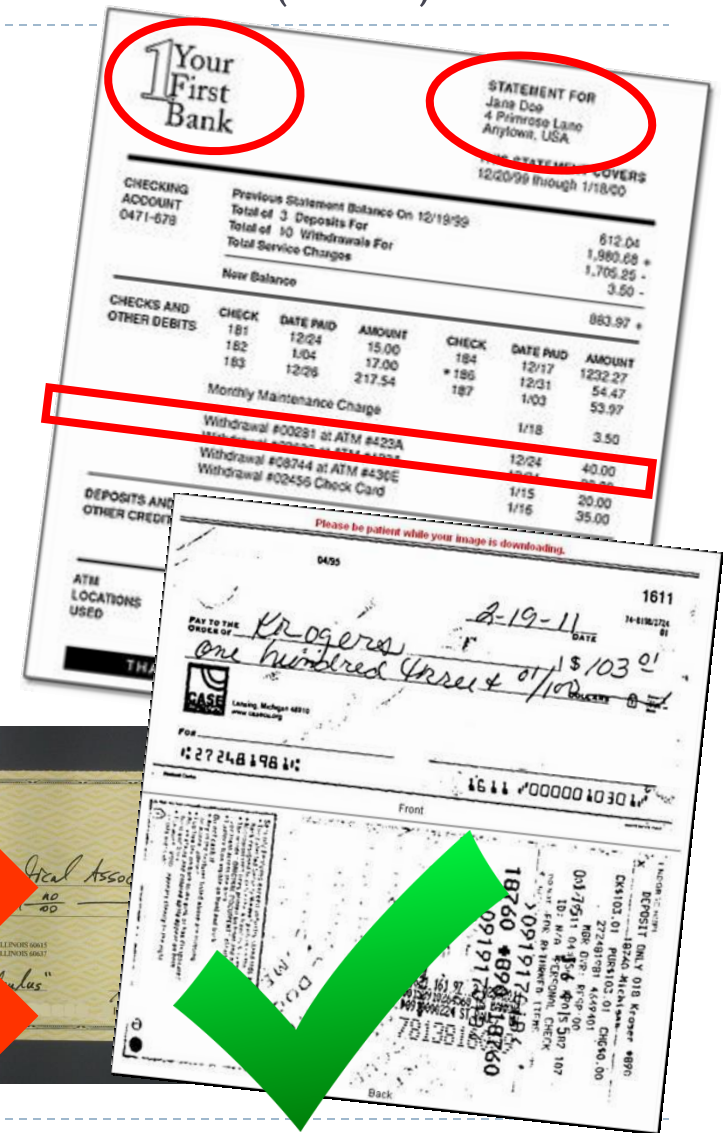
Transaction: 52058 1/8/2006 2:40 PM

CARDHOLDER SIGNATURE:
Jane Smith

THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS

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** after 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**.

Logo

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

INVOICE

BILL TO: C1007
 ABC Company
 123 Big Forest Valley
 Ottawa, On Z12345
 Canada

SHIP TO:
 SH Name 1
 SH Address 1
 SH City/State 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 EB15	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 PAID	14,622.04
TOTAL DUE	14,622.04

THANK YOU FOR YOUR BUSINESS!

- ▶ *must be marked “invoice” and obtained from your vendor*
- ▶ ***cannot*** *be a “quote” or “estimate”*
- ▶ ***Total amount due must match*** *section 12 on your req. Otherwise, you must also explain how you are going to cover the remainder.*

▶ 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.***

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- Do not forget to consider tax and shipping costs!**

[illegible]

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

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

- ▶ Completed **ASUCLA Performance Agreement** or **Contract**.
See note on form above section 5 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

26 Agent or Representatives Printed Name

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 ORIGINALS ONLY.** *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**, before requisitions are turned in.*
- ▶ “Cover page”, “table of contents”, “divider pages” or the like.
- ▶ Special instructions like “contact/call me at/if”, “rush”, “mail by (date)”
*SGA cannot respond to these sort of requests due to the large volume of reqs we process. If you have special needs, please **talk to us directly by phone, email, or in person**, and we'll do our best to accommodate your needs.*

Thank you!

- ▶ The req is now ready for submission.
- ▶ Please turn in your requisition to...
 - ▶ Mailbox #58 for SGO, SOOF 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.

But wait – you’re not done yet.

- ▶ **SGA cannot contact you about your reqs.**
- ▶ To track status, use our resources on the USAC Website:
<https://www.usac.ucla.edu/funding/sgaresources.php>
- ▶ **“Problem Req” Register** lists all reqs we cannot process due to incorrect/insufficient information.
If you see your reqs here, please go to SGA office in 332 KH to pick up and revise your req. SGA staff will be happy to help you fix any problems on the req.
- ▶ **Check Register** lists all reqs that have been processed.
If you see information regarding your payment here marked “p/u”, please go to SGA office to pick up your check. If your payment is marked “mail”, no action is required; the payee should receive their check shortly.
- ▶ Processed **Purchase Orders** are not posted online.
You can call or email us to see if it is ready for pick up.
If the req encounters a problem, it will still be posted in the problem register.

Questions?

- ▶ **Contact SGA regarding requisitions**
 - ▶ **Call us:** (310) 825-3662
 - ▶ **Email us:** saccount@asucla.ucla.edu
 - ▶ **Visit us:** 332 Kerckhoff Hall
 - ▶ **Office Hours:** 11am-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 SOOF, SGOF and Contingency**
(310) 825-5017, USAFiCom@asucla.ucla.edu, Kerckhoff 300B
 - ▶ **Budget Review Director for USA Programming and BOD/SIF**
(310) 206-2422, USABudgetReview@gmail.com, Kerckhoff 300B
 - ▶ **C.S. Mini Fund Director** for all Community Service Mini Fund Allocations
(310) 206-2422, CSMiniFund@gmail.com, Kerckhoff 300B
 - ▶ All officers are located in Room 300B Kerckhoff Hall and have varying office hours.