



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/>

 **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) Reimbursement Check Cash Advance Check
 Payment of Invoice Honorarium Payment Other

If Other, please specify:

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
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/fundingsga/budget/>

Section 1 – Preparer’s Info

Preparer's Info:

Date *



Name *

First

Last

Email *

Phone *

- ▶ 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
I-3 business days
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:

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.)
- Reimbursement Check
- Cash Advance Check
- Payment of Invoice
- Honorarium Payment
- Other

If Other, please specify:

► 7 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

I-2 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:

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

I-3 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:

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 (<\$2,000) or contract ($\geq \$2,000$), 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:

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

Describe Goods, Services, or Events:

Goods, Services, or Events

Description of Goods, Services, or Events *	Amount *
<input type="text"/> ×	
Total: 0.00	

Add Item

Check here if only a partial payment is to be made:

Partial Payment

Attach Documents

or drag files here.

Event Name

Date(s)

Location

Start Time

End Time

Section 6 – Account Number to Charge

- ▶ Enter the 21-digit account numbers you're using to pay for the expenses.
- ▶ Multiple accounts may be used 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.asucia.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 *
<input type="text"/>						

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: <i>Please obtain the appropriate signatures.</i>			
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

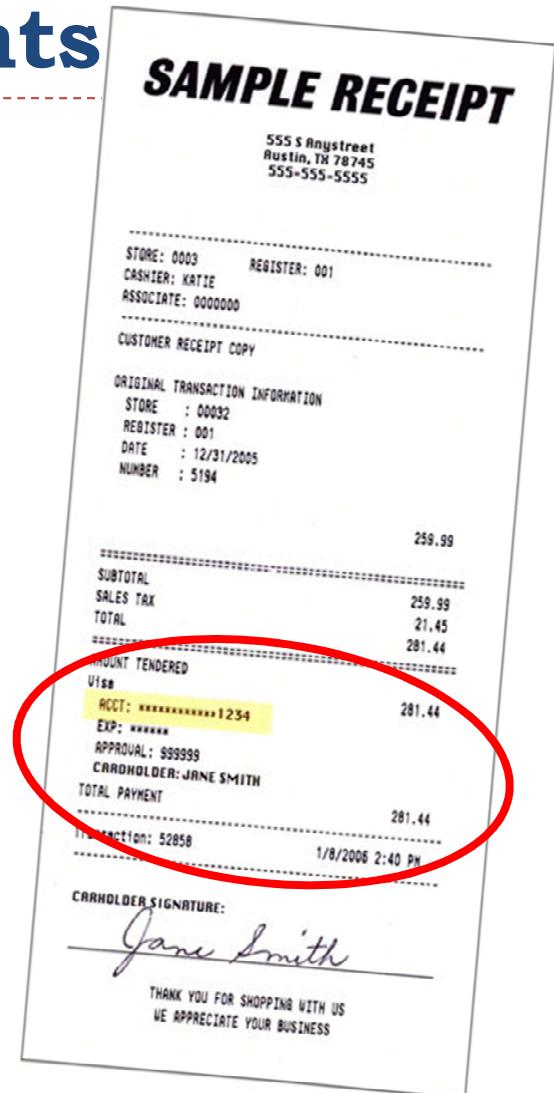
No photocopies, screenshots, duplicates, or pictures taken with camera

► 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.

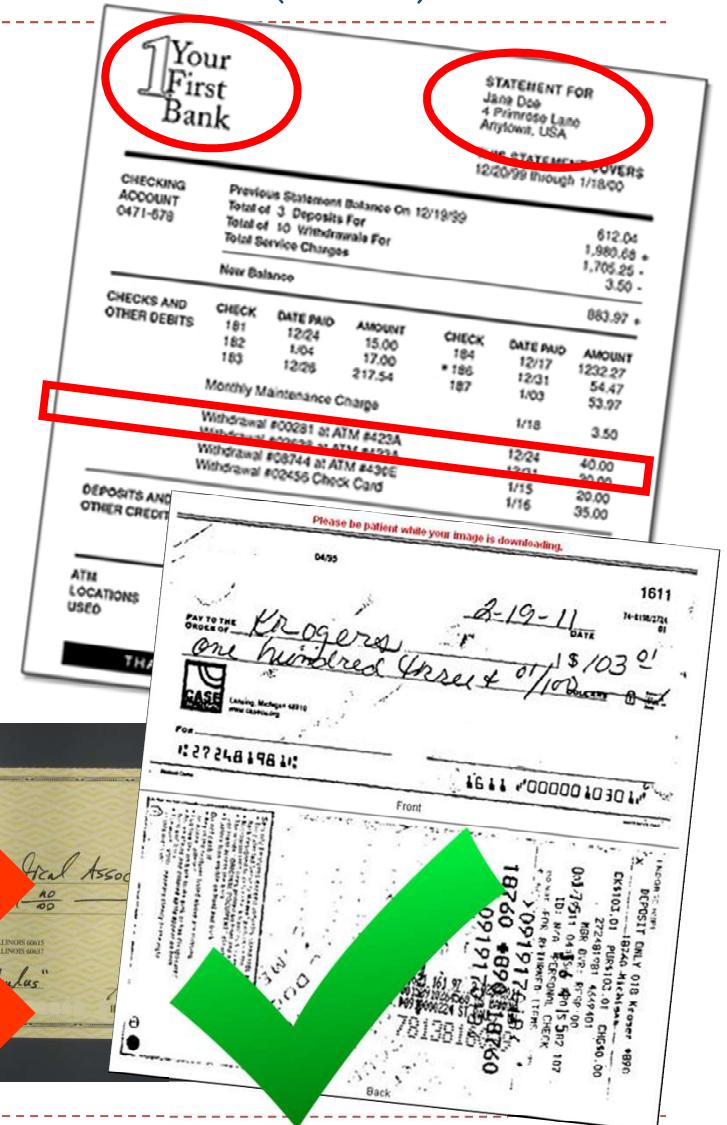
- Restaurant receipts must include payment information or be accompanied by a credit card processing slip.
- Attach proof of payment separately if your receipt does not show it. (Continue to next page.)



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** after the check clears
 - ▶ Must show **both front and back** of the check

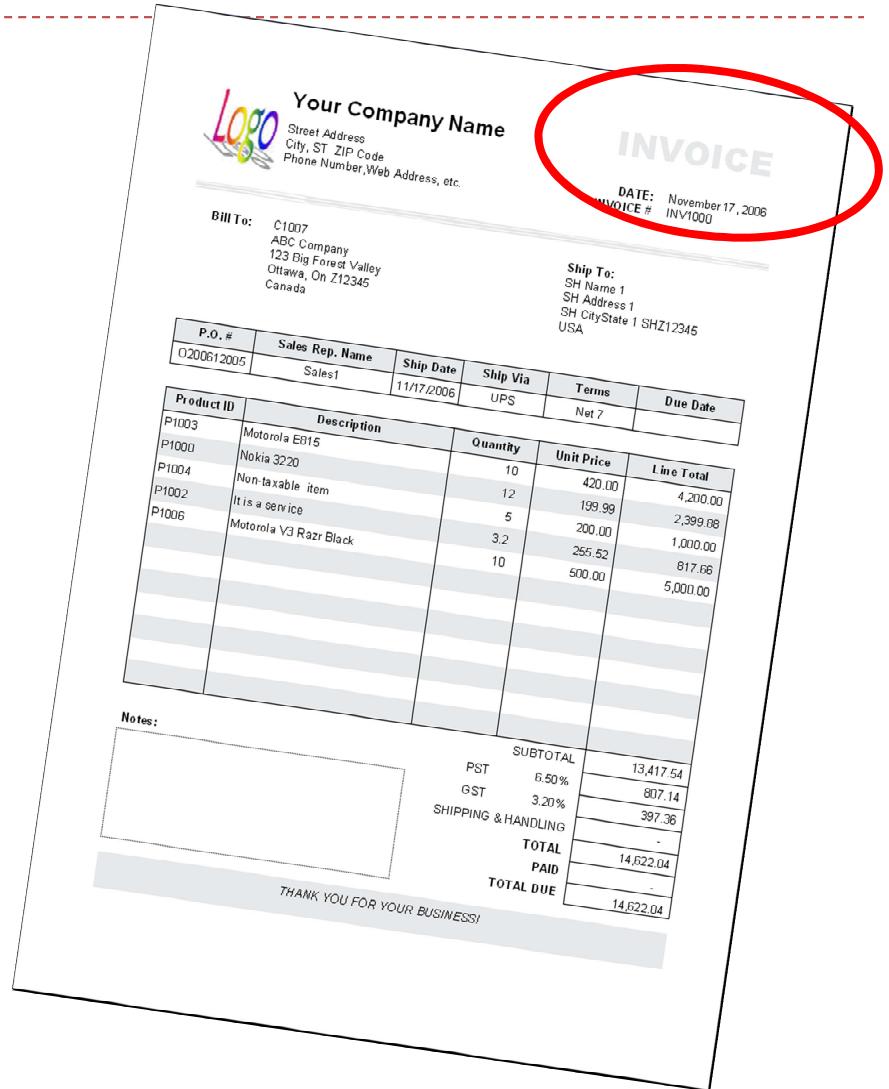
You must print out these information directly from your bank. **Pictures** taken with cameras or **screenshots** are **not acceptable**.



Backups for Payments of Invoice

► Original Invoice

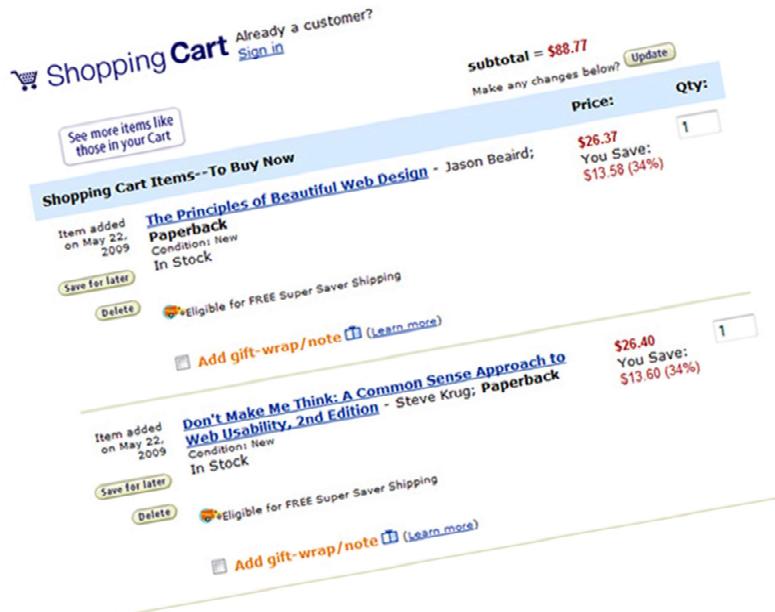
- ▶ must be marked “invoice” and obtained from your vendor
- ▶ cannot be a “quote” or “estimate”
- ▶ If the invoice is “payable to” an individual, not a company
 - ▶ You may also need to submit tax information from the vendor. **Contact SGA for details.**



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!



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	
<hr/>						
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						
Quotation prepared by: [Sales Representative]						SUBTOTAL \$ 1,035.00
Quotation accepted by: [Member Representative]						SALES TAX% 0.08
Quotation is subject to the conditions of MESC contract: 08X-XXX-1234						TOTAL \$ 1,117.80
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

Event date and payment amount must match req.

A signatory from your group/commission must sign here.

The complete Tax ID or SSN is required for tax purposes.

This information must match section 2 on the req. P.O. Box not accepted.

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 SGOF, 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.

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 **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.