Guide to Student
Government Accounting

For the Graduate Student Association
Roy Champawat
Student Support Services and Student Union Director

- ASUCLA Representative to GSA
- Expert on student government issues
- Contract negotiator
- Student Gov’t Acctg. Manager’s direct report
Debra Simmons
Student Government Accounting Manager

- Oversees the department
- Approves all General Requisitions
- USA/GSA Budget Analyst
- Acts as ASUCLA representative to the:
  - Finance Committee
  - Budget Review Committee
  - USA Programming Committee
  - Customer Service
Irma Tirado
Student Government Accountant

• Payroll Administrator
• Van and Bus Ordering Coordinator
• UCLA Telecommunications Liaison
• Manages the daily accounting operations of SGA
• Account Reconciliations
• Student staff supervisor
• Customer Service
Julia Tsien
Student Government Accountant

- Audits all General Requisitions
- Accounts Payable/Receivable
- Record Keeping
- Customer Service
What’s a “Req”? 

- Req, is short for ASUCLA General Requisition and Payment Order form
- A “Req” is needed to access your expense accounts
- For explicit instructions, please go to:
  - www.asucla.ucla.edu
  - Click on GSA (see Funding)
  - or
  - http://gsa.asucla.ucla.edu
What’s a “Req”? 

GENERAL REQUISITION AND PAYMENT ORDER
(This is not a Purchase Order. Do not forward to vendor)

For information on how to complete this form go to: www.asucla.ucla.edu

1. Date:
Prepared by:
Telephone:
E-mail:
Cell:

2. Payee’s Name
Vendor #

Address
City State Zip Campus Mail Code

Attention Telephone Fax

3. P.O. #

4. Department Name:
Department (4 digit) Number:

(Enter 21 digit account number in Section 13)

5. For Honorarium payments of $100 and above, provide the ASUCLA Honorarium Contract; along with the SSI # or TIN #
Social Security #
Yes
No
Tax I. D. #

6. SHIP TO:
308 Westwood Plaza
Los Angeles, CA 90024-1640

BLDG: ROOM #:

7. ACTION TO BE TAKEN

--- PURCHASE ORDER (PO)
--- CHECK
--- CASH ADVANCE CHECK
--- PO for FLEET SERVICE REQUEST
--- PO for TELECOM SERVICE REQUEST
--- PAYMENT OF INVOICE (Please attach the original)

8. MAIL TO THE ADDRESS SHOWN ABOVE
--- CHECK PICK-UP
--- PURCHASE ORDER PICK-UP
--- SEND ENCLOSURES WITH DOCUMENTS
--- REQUESTED COMPLETION DATE:
--- CHECK ISSUED ON:
--- TO BE PICKED UP BY:

NAME / TELEPHONE

RENDER GOODS OR SERVICES DESCRIBED BELOW TO BEARER IN AMOUNT NOT TO EXCEED THAT WHICH IS SHOWN.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PROVIDE A COMPLETE DESCRIPTION OF GOODS OR SERVICES. INCLUDE THE EVENT NAME, DATE, TIME AND LOCATION (BELOW)</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
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</table>
What can I use a “Req” for?

- Purchase supplies
- Place an ad in the UCLA Daily Bruin and News Magazines
- Request parking for a speaker or performer
- Honorarium payments
- Film Rental
- Personal reimbursements
- Facility charges not covered by Waiver Pool
- Travel
- Printing and graphic costs
- Fleet Service request
- Telephone Auth Codes
- An invoice received by your department for goods or services
UCLA Student Media
2007-2008 Daily Bruin Rates

• Full Page $ 1,020.00
• Half Page $ 510.00
• Third of a Page $ 340.00
• Quarter Page $ 255.00
• Eighth of a Page $ 127.50
• Per column inch $ 8.50
Are “Reqs” FREE?

No!

$1.00 per 10 reqs

• Email: (saccount@asucla.ucla.edu)
• Call: 310.82(5-6332)
• Stop by our office, 332 Kerckhoff Hall
• From your GSA council representative
How do I complete a “Req”?

Quick Tips:

Section 1, requires your personal information (i.e., name, dept, phone number)

Section 2, requires the complete name and address of the vendor, performer or person you wish to pay

Section 4, see section 14 for room to fill in your complete account number (we’ll explain more in a minute)

Section 8, would you like the check or purchase order?:

- Mailed
- Picked-up by: ________________________________
How do I complete a “Req”?
(cont’d)

Section 9-12, explicit details are needed:

- Event name, date, event location, start and end time of your event
- Itemized list of what will be or was purchased:
  - Quantity
  - Unit price
  - Discounts
  - Sales Tax
  - Total
How do I complete a “Req”? (cont’d)

Approval Section:
Please sign your name in the appropriate field (e.g., President, Commissioner, or Project Director)

Submit your completed “Req” to one of the following for approval:
• GSA President
• GSA Internal Vice President
• GSA Official
• Project Director

Detailed instructions are available through our “How to Fill Out a Req” PowerPoint presentation.
What is my account number?

It's a 21 digit number:

Entity (A), GSA is number 2
Fund (BBBB), is the funding source code
Division (CCC), is your division number
Department (DDDD), is your department number
G/L (EEEE), is the expense account code
Event (FFFFF), is the event code assigned to Contingency, BOD, CS Mini Fund, GSA Discretionary, etc…

For more help with your account number, check out “Account Number Help” at http://gsa.asucla.ucla.edu/~sga/
How is my “Req” channeled?

1. Complete your “Req”
2. Get your department’s approval
3. Submit the “Req” to your GSA council representative for approval
4. Your GSA council representative will submit your “Req” to SGA
5. SGA will verify that your transaction is valid and within the guidelines
6. Your SGA approved “Req” will produce a check or purchase order to be mailed or picked up from our office
Reference Your Funding Source on ALL Print Media (i.e., Daily Bruin ads, flyers, programs, posters, and banners)

Graduate Students Association

ASUCLA BOD/Student Interaction Fund
Budget Transfer

Budgets can only be transferred within the same fund

Example 1: Transferring $100 from Graphics to DB Advertising
From: 2- 4105-400-4001-6110-00000 (Graphics)
To: 2- 4105-400-4001-6120-00000 (DB advertising)
Notice: 4105 is the Fund number for Central Office Fees

Example 2: Transferring $200 from Hospitality to Honorarium
From: 2- 4400-420-4201-6410-00000 (Hospitality)
To: 2- 4400-420-4201-6510-00000 (Honorarium)
Notice: 4400 is the Fund number for BOD/SIF Prog. Fund
Stipends

Are you planning to hire staff this quarter/year?

The deadline to submit new hire paperwork is 5th Week each Quarter

Please pick-up new hire packets from SGA.
Honorarium Payments for services rendered

- Required attachments for all Reqs for all honorariums.
  - W-9 Form
  - Honorarium Agreement
- The performer’s complete address is required

- **A P. O. Box Number is not an acceptable address**

- Honorarium payments are made only by check and cannot be cashed on campus

- Honorarium payments that exceed $1,500 for a Non-Resident of California will be assessed a tax:
  Non-Resident State Tax of 7%
  Non-Resident Federal Tax of 30%
Check your Mailboxes for:

- Completed “Reqs” for purchases at the:
  * UCLA Store
  * UCLA Student Media for DB ads
- Pink copies of your processed “Reqs”
- Information pertaining to your accounts from our office

Don’t have your key?
Go to the A-level Ackerman Union window, get a key request form, get the appropriate signatures, bring it to SGA with $3/key (exact change required).
SGA’s Mailbox 📨 #31

After hours, please place your completed “Req” in our mailbox. This box is emptied each work day by 9:00AM
Checks

- Checks (for vendors, cash advances, and reimbursements) are issued on Tuesdays and Fridays and are available for pick up after 2pm.

- Stipend checks are available on payday, the 7th and 22nd of each month (or the Friday prior if payday falls on a weekend/holiday.)
Who has signatory on your account?

- Submit a signatory form to SGA. The form is available in SGA.
- List the names of the individuals you would like to give either full or partial signatory power to with a sample of that person’s signature
- We cannot process your “Reqs” without this form on file
Our Hours of Operation

Monday – Friday
9:00AM – 5:00PM

Mailing Address:
308 Westwood Plaza
332 Kerckhoff Hall
Los Angeles, CA 90024

Campus Mailcode:
164006

Online:
http://gsa.asucla.ucla.edu/~sga

Facebook:
(search) “S G Accounting”

Email:
saccount@asucla.ucla.edu

Phone: 310.825.3662
Fax: 310.267.2078
Graduate Students Association
Associated Students UCLA
Student Government Accounting

Facebook us: [search:] “S G Accounting”
Email us: saccount@asucla.ucla.edu
Call us: (310) 825-3662
Fax us: (310) 267-2078

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