Student Government Accounting (SGA)

How to Fill Out a “REQ” (GSA - handout version)
A “REQ” Looks Like This

![Image of a general requisition and payment order form]

This is a template for a general requisition and payment order. The form is used for requesting goods or services and includes fields for the requisition number, order details, vendor information, and payment details. The form also requires a complete description of the goods or services requested, including the event name, date, time, and location.
How To Fill Out A “REQ”

Section 1: (to be filled out by you)

Date: (self-explanatory)
Prepared by: your name
Telephone: Office phone or any other number
Email: your email (that you check regularly)
Cell: your cell phone number (so we can contact you if there are any problems with your REQ and you are not at your office)

Please Write Legibly !! Please~!!
Section 2: (to be filled out about the person or vendor the check will be made out to)

Name: who’s getting the money?

Address: (Not to be your group’s office address, we need the address that the check CAN be mailed to if necessary)

Attention: (Needed so that your payment is correctly and promptly received by a company.)

Phone Number: (VERY IMPORTANT) If the check is not picked up, we need to be able to contact the payee to alert them of their check.

Fax Number: (very nice to have when the check is for a company)
Section 3: (to be filled out by SGA)

Section 4:

Dept Name: Your group’s name as it is registered with the Center for Student Programming.

Dept Number: (it’s a number unique to your organization) Know this number. This number is how we know you and your group. To get your department number, see the GSA website [http://gsa.asucla.ucla.edu/funding/weeklygsa.pdf](http://gsa.asucla.ucla.edu/funding/weeklygsa.pdf).

Please Write Legibly !! Please~!!
Section 5:
(to be filled out **ONLY** if the req is for payment to a speaker or performer, **Honorarium**)

The performer’s Social Security number **OR** Tax ID must be filled out.

A **Honorarium** contract must be filled out with **all** honorariums.

If the check is for more than $600, the payee **must** have filled out a W-9 form. Mark whether or not the check is for more than $600.

Please Write Legibly !! Please~!!

Please Write Legibly !! Please~!!
Section 6:
Leave blank. All of your orders must be shipped and delivered to the Student Government Accounting office and we will indicate that on the Purchase Order (PO).
Section #7: (Very Important !)

This section dictates whether or not the check is generated or a Purchase Order (PO) is made.

For a Purchase Order (PO), you must ask the company if they accept PO’s first! If you indicate for a PO, the payment will be made to the company directly when they send us an invoice for your purchase. If the PO is for a fleet service, there is a spot to indicate so. If the PO is for a telecom service, there is also a spot for that.

A cash advance check means you are receiving a check prior to receiving/buying your purchase. You will need to sign an agreement with SGA that original receipts will be submitted within 2 weeks for items that your REQ says you would purchase. Cash advance checks cannot be mailed. (Must be picked up from the SGA office.)
Section #8:
This section dictates what happens to the check/PO after it is printed and available.

- Mail to the address shown above. (Please provide an actual address, not your student group’s office address.)
- When a check/PO is to be picked up, come to our office:
  - 332 Kerckhoff Hall (we are open M-F 9am-5pm)
  - You can call us first, and see if there is a check. (310-825-3662)
- If the person who the check is written out to would rather you pick it up and take it to them, you must write your name and telephone number (cell numbers preferred) under “TO BE PICKED UP BY:”
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training manuals for new officers</td>
<td>15</td>
<td>$1.19</td>
<td>$17.85</td>
</tr>
<tr>
<td>Binders for training new officers of club</td>
<td>1</td>
<td>$3.99</td>
<td>$3.99</td>
</tr>
<tr>
<td>Box of pens for training use</td>
<td>1</td>
<td>$2.19</td>
<td>$2.19</td>
</tr>
</tbody>
</table>

**Event Information**

- **Event**: Training of New Officers
- **Date**: 09/03/06
- **Time**: 10am - 1pm
- **Location**: Moore 100
- **Total Cost**: $26.01

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*Please Write Legibly !! Please~!!*
Section #13 Your Account Number

(Please make sure there is enough money.)

To get your account number:
Check the weekly budget report online
(look online at http://gsa.asucla.ucla.edu/funding/weeklygsa.pdf) or ask for an encumbrance budget report at SGA

Please Write Legibly !! Please~!!
Signatures

Please watch where you are signing.

FOR GSA:
Projector Director is the person filling out the req.

Council Rep. are those appointed to their positions and their signature is on file with GSA and SGA.
Now you attach your backup:

For Reimbursements: Original receipt(s) must be provided. (If you bought it online, the emailed/printed out receipt(s) must indicate who and the method of payment.

For Cash Advances: Estimates (consider tax and shipping & handling)

For PO’s: Estimates (make sure the company accepts PO’s)
For Honorarium:
- Any $ amount:
  A performance agreement must be attached.
- Payments for more than $599.99:
  A performance agreement AND a W-9 form must be attached.

Don’t forget the person’s SSN!
You are finally done FILLING out your REQ.

BUT!

Your REQ still needs to be approved (signed).
For examples of reqs already filled out:

Check out http://gsa.asucla.ucla.edu/~sga/ under “Sample Requisition Forms (PDFs)"
Approvals

Drop off your REQ in:

– For Councils:
  • VP-Internal’s mailbox #3 for Councils
  • “Council Reqs” box in GSA office

– For Discretionary funding:
  • Director of Discretionary Funding’s mailbox #62
  • “Director of Discretionary Funding” box in GSA Office

– For Publications:
  • Director of Publication’s mailbox #62
  • “Publication Apps & Reqs” box in GSA Office

– bring it to SGA, and place it into the appropriate folder (Black or Yellow) based on DIV number (the 3 digit set of numbers in your account number).