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/
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/funding/sga/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

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: **1-3 business days** after SGA receives your paperwork.

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?

- **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:**

<table>
<thead>
<tr>
<th>Action to be taken - Check one *</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Purchase Order (P.O)</td>
</tr>
<tr>
<td>□ Reimbursement Check</td>
</tr>
<tr>
<td>□ Cash Advance Check</td>
</tr>
<tr>
<td>□ Payment of Invoice</td>
</tr>
<tr>
<td>□ Honorarium Payment</td>
</tr>
<tr>
<td>□ Other</td>
</tr>
</tbody>
</table>

If Other, please specify:

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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.

**Purpose of Payment:**

- Action to be taken - Check one *
  - [ ] Purchase Order (P.O)
  - [ ] Reimbursement Check
  - [x] Cash Advance Check
  - [ ] Payment of Invoice
  - [ ] Honorarium Payment
  - [ ] Other

If Other, please specify:

[ ]

*Typical processing time*  
1-2 weeks  
after SGA receives your paperwork

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?

- **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.*

**Purpose of Payment:**

*Action to be taken - Check one *

- [ ] Purchase Order (P.O)
- [ ] Reimbursement Check
- [ ] Cash Advance Check
- [X] 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 (≥$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

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**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:

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*SGA cannot guarantee a “ready-by” time. Please make plans accordingly to avoid late payments.*

*Typical processing time 2-4 weeks after SGA receives your paperwork*
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
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.as.ucla.edu/student-government-accounting.html for help with account numbers and view your department’s account budget report.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Fund</th>
<th>Division</th>
<th>Department</th>
<th>GL</th>
<th>Event</th>
<th>Amount(s) to charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Total: $0.00
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.
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.
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.

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

A signatory from your group/commission **must sign** here.

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