Student Government
Accounting

How to Fill Out a Req
(handout version)

Revised March 26, 2009
A “Req” Looks Like This
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 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 them (they might not realize that they have a check or forgot)

Fax Number: (very nice to have when the check is for a company)

Please Write Legibly !! Please~!!
Section 3: (to be filled out by SGA)

Section 4:

Dept Name: Your group’s name in SGA’s system

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 USAC website http://www.usac.ucla.edu under SGA – Resources and Forms.

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

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

A Honorarium contract and W-9 form must be filled out for all payments to a performer for services rendered; an honorarium)

The Honorarium contract should be signed by someone who has signatory authorization.

Please Write Legibly !! Please~!!
**Section 6:** Leave blank.
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 SGA 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.)

Please Write Legibly !!
Section #8:

This section dictates what happens to the check 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 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:"

Please Write Legibly !! Please~!!
Section #9-12 Itemized List of Purchase/Reason for Check/PO

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training manuals for new members</td>
<td>15</td>
<td>$1.19</td>
<td>$17.85</td>
</tr>
<tr>
<td>15 binders for training new members of club</td>
<td>1</td>
<td>$3.99</td>
<td>$3.99</td>
</tr>
<tr>
<td>1 box of pens for training use</td>
<td>1</td>
<td>$2.19</td>
<td>$2.19</td>
</tr>
</tbody>
</table>

Event Information

- **Training of New Members**
- **Date:** 09/03/06
- **Location:** Moore 100
- **Start Time:** 10am
- **End Time:** 1pm
- **Maximum Amount Not to Exceed:** $26.01

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 http://www.usac.ucla.edu under Funding, SGA, Budget Report) or ask for an encumbrance budget report at SGA

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Location</th>
<th>Start Time</th>
<th>End Time</th>
<th>Account Number</th>
<th>Budget Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training of New Members</td>
<td>09/03/06</td>
<td>Moore 100</td>
<td>10am</td>
<td>1pm</td>
<td>01 4800 230 2001 6220 00000</td>
<td>$26.01</td>
</tr>
</tbody>
</table>

Your Dept Number here is the dept number you write in section #4

CEC 1001
Signatures

Please watch where you are signing.

**FOR USA:**
- **Projector Director** is the person filling out the req.
- **Commissioner** is the person who is authorizing the expenditure and must be on the signatory sheet for that commission or organization (each department must have a signatory form on file at 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 all honorarium payments:
A performance agreement **AND** a W-9 form must be attached.
Also:
- Don’t forget the person’s SSN!
- Don’t forget to get a signatory to sign the Honorarium agreement.
For Honorariums, one of your department’s signatory must sign here.
Examples of Reimbursements, Cash Advances, Honorariums, ASUCLA-Events, Purchase Orders, Fleet Services, Student Media. Reqs already filled out are available online at http://www.usac.ucla.edu under Funding, SGA, Example Reqs.
You are finally done **FILLING** out your req.

**BUT!**

Your req still needs to be approved (signed).
Approvals

Drop off your req in either
- Ficom’s box (# 58) for Div 100-230 or
- BRD’s box (# 24) for Div 250 & 300 or
- CS Mini Fund’s box (# 41) for Div 260

or bring it to SGA, and place it into the appropriate folder (Gold, Blue, or White) based on DIV number (the 3 digit set of numbers in your account number).
Deadlines

All reqs pertaining to expenses for Fall, Winter or Spring quarter must be turned in by 5:00pm on Friday of Week 9 of the respective quarter.

For example:
Reqs for Fall Expenses are due week 9 of Fall Quarter.

For the exact date, contact SGA.
Further Questions?

Associated Students UCLA
Student Government Accounting

facebook us: [search for:] “S G Accounting”
email us: saccount@asucla.ucla.edu
call us: (310) 825-3662
fax us: (310) 267-2078

308 Westwood Blvd
332 Kerckhoff Hall
Los Angeles, CA 90095

Mon - Fri 9am - 5pm
Paid for by USAC