If you have any questions, please feel free to email: usaficom@asucla.ucla.edu

---

**Step 1**

Know what fund you’re accessing

- SGOF
- SOOF
- BOD/USAC Programming Fund
- Capital Surplus
- USA Contingency
- CS Mini Fund
- Academic Affairs Funds

**Step 2**

Your 21 digit Account Number

You’ll find your account number with your allocation email or on your budget report.

A-BBBB-CCC-DDDD-EEEE-FFFFF

<table>
<thead>
<tr>
<th>Entity</th>
<th>Division</th>
<th>Dept.</th>
<th>General Ledger (G/L)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-USA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Most Common G/L

- 6010 Supplies
- 6020 Postage/Shipping
- 6110 Graphics
- 6120 DB Advertising
- 6135 Outside Advertising
- 6210 Travel
- 6212 Transportation
- 6213 Retreats and Conferences
- 6220 Programming
- 6310 Facilities
- 6510 Honorarium

**Step 3**

Filling Out Your Requisition

Once you have all the information necessary, you’re ready to fill out your requisition form!

**Section 1:**
- The Date, Your Name
- Phone Number, Email address, Cell Number

**Section 2:**
- Name: Fill in this section with the name/company for which you want to pay
- Address: Necessary for reimbursements, honorariums, and off-campus businesses

**Section 4:**
- Please write the department portion of your account number in Section 13.

**Section 5:**
- Necessary for Honorariums

**Section 7:**
- Check off what action you’d like to take

**Section 8:**
- Check off what action you’d like to take

For pick-ups, include the person’s name and telephone number.

**Section 9, 10, 11, 12:**
- Give a description of what the funds are going toward.
- As a general rule, always include the date, time & location of your program.
- If you’re buying supplies, list all the individual items you are purchasing and each price.

**Section 13:**
- Write your 21 digit account number here (the only place that fits it!)

Example: 1-4100-220-2105-6110-00000

**Supplemental Information**

- **Retreats**: Include the date, time, & place of retreat. Also attach:
  - A list of attendees
  - A retreat agenda and
  - A statement of purpose.
- **Facilities**: Attach an estimate of the facility.
- **Honorarium**: Attach the Performance Agreement and the IRS W-9 Form
- **Reimbursement**: Include all relevant original receipts and documentation.
- **Graphics/Flyers**: Include a copy of the flyer with your req. Must have "Paid for by USAC" logo.
- **Advertisements**: Include the size, price, and date of publication on the req. with a copy of the ad. Must have "Paid for by USAC" logo.

**Step 5**

Submit Requisition to SGA for processing

Student Government Accounting will verify that all transactions are valid and are within the guidelines. SGA is located in Kerckhoff 332.

**WOOHOO! YOU'RE FINISHED!**

Once SGA has approved your REQ then it will become a Check or a Purchase Order. You can go to KH 332 to pick it up. Please allow at least a few days for processing.

**Approvals & Signatures**

- **Project Director**: YOU! But before you sign, you need to be a signatory for your org/commission.
- **Commissioner**: If you are a Commissioner...sign here! Other funds (such as CS Mini, BOD Programming, Academic Affairs) require the chair’s signature for their respective funds.
- **Finance Committee**: The FiCom chair’s signature for Base Budget, BOD programming, & Contingency.
- **Budget Review Director**: The BRD’s signature is needed for all BOD/USAC programming fund allocations.