MARK YOUR CALENDARS

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DEADLINE for all Reqs

To ensure your req is processed before the end of finals week, submit it to the appropriate mailbox by:

You have to meet this deadline if
Your req is for an operational expense, or an event that occurred before this date.

If your event will be on or after this date,
You do not have to meet this deadline, but please still submit reqs as early as you can.

After turning in your reqs
SGA cannot contact you. Visit USAC or GSA websites (links below) to check on the status.

Reqs that fail to meet the deadline will take 8-10 weeks to process, and may not be complete by the end of quarter.

Questions? Talk to us!
332 Kerckhoff Hall (Open 11am-5pm Monday-Friday)
(310) 825-3662
saccount@asucla.ucla.edu