

SGA – What's A Req? Tutorial

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In this document, there are "links," but since this is not a word document or a webpage, they don't work. They have been given endnote numbers and the links are listed on the last page for you.

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1.1 Guidelines on How To Spend Money

Introduction

One of the most important aspects of belonging to the Undergraduate Students Association is understanding how to access funds and spend them.

Trusteeship

Even though this manual deals with the practical aspect of spending USA funds, it is important to keep in mind USA's responsibility to the UCLA community. The management of student and University funds constitutes a public trust. Through your election or appointment, you have decided to assume that public trust. It is presumed that all expenditures and use of facilities (whether ASUCLA or University) will be done in full recognition and support of this public trust.

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1.2 What Is A Req?

A General Requisition, or "req", is the form the Student Government Accounting (SGA) office uses to process all approved expenditures. To begin accessing your group's funds, you must turn in a completed req to SGA. Please familiarize yourself with the requisition process and guidelines using this online guide. If you still have questions after reviewing the guide, please contact the staff at SGA.

For more details regarding obtaining a req: see [section 2.1^A](#).

For more details regarding completing a req: see [section 2.2^B](#).

Note: Low Value Order (LVO) forms are used by UCLA departments only. The General Requisition form is used only within ASUCLA and should not be confused with the LVO.

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1.3 How Your Req is Channeled

1) Your General Requisition (REQ) must include the complete name, address, zip code/mail code, and telephone number of the vendor or person to be paid/reimbursed. Also, include explicit instructions as to what is being purchased (an itemized list, event name, location, date and event time).



2) Submit, for approval, your completed General Requisition to:

- a. For Commissions:
 - i. Your Commissioner
- b. For Student Advocacy Group
 - i. The President of your group
- c. For any other officially recognized student organizations
 - i. Your Director



3) Once your department official has approved the General Requisition he/she must now submit it to the Finance Committee/Budget Review Director/Programming Fund Director for approval.



4) The Finance Committee/Budget Review/Programming Fund Director will submit the approved General Requisition to the Student Government Accounting Office, (332 Kerckhoff Hall).



- 5) Student Government Accounting will verify that all transactions are valid and are within the: USAC Bylaws, ASUCLA Guidelines, and the UCLA Activities Guideline. Student Government Accounting will also seek the advice of your advisor when necessary.



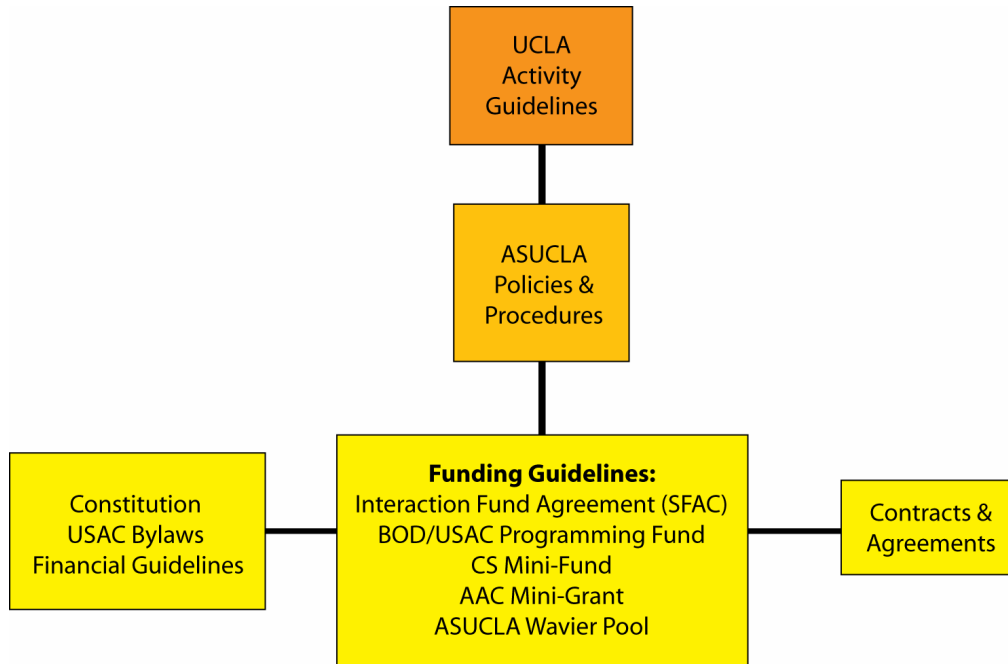
- 6) Once your General Requisition has been approved by SGA, one of the following transactions will occur:
- a. The "REQ" can be used to make a purchase within ASUCLA (i.e., Student Media, The UCLA Store, ASUCLA Catering, ASUCLA Health Sciences Store, and Lu Vulle Commons Students' Store).
 - b. A Purchase Order (P.O.) will be typed (please allow two days for processing) for purchases at The UCLA Computer Store, Regents UC, or for an Off-Campus Vendor (Outside Vendor).
 - c. A Check will be typed for an Honorarium (for services rendered), Expense Advance, Reimbursement, or for payment of an invoice.

Please feel free to call (310) 825-3662 or stop by our office (332 KH) for assistance.

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1.4 Hierarchy of Guidelines

The chart below illustrates the hierarchy of the guidelines Student Government Accounting uses to determine the validity of your accounting transactions.



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2.1 Initiating the Requisition Process

To make an internal (ASUCLA) or external (UC Regents and outside vendors) purchase, or to obtain a cash advance, honorarium payment or a reimbursement check, you must use the "ASUCLA General Requisition and Payment Order" form. The requisition must be clearly filled out and must include complete and detailed information.

Contact your commission or office to obtain a blank requisition form. Additional forms are available in batches of ten for \$1.00 (10¢ per req) at the Student Government Accounting Office at 332 Kerckhoff Hall. Only authorized individuals on the student organization's signatory form may purchase reqs.

In order to access your funds, you will need to know the 21 digit account number assigned to your group. Your [account number](#)^C and balance can be obtained by contacting SGA or by referencing the [budget report](#)^D that is updated weekly online.

For groups with Base Budget accounts, the commissioner or officers must have signatory power for expenditures within their areas of responsibility. If a commissioner or officer wishes to delegate limited signatory authority to a staff member of the group, he/she must submit the [signatory form](#)^E authorizing the individual's signatory power over the account to the SGA office before any reqs are processed. Groups receiving only Contingency, BOD/SIF, and CS Mini Fund funding do not need to submit a signatory form.

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2.2 How to Complete a General Requisition (REQ)

The req is divided into 13 numbered sections. You must complete each section that is applicable to the expenditure and enter "N/A" in each section that is not applicable. **The req must be fully completed before it can be approved.** A quick overview, Req 101, can be found [here \(PDF\)](#)^F. A step by step [tutorial \(PPS\)](#)^G is also available.

The following describes the information that should be included in each section of the req:

Sec. 1: Fill in your name, the date, and a telephone number where you can be reached in case you need to be contacted for questions.

- Sec. 2: Fill in the complete name, address, zip code/Campus Mail Code, and telephone number of the vendor or person to be paid.
- Sec. 3: This section will be completed by Student Government Accounting.
- Sec. 4: Fill in the name and the USA department number to which you want this expenditure charged.
- Sec. 5: If your completed req is to pay an Honorarium to a performer for services rendered, enter the Social Security Number or the Tax I.D. number on this line. (Please note: Attach the completed [performance agreement](#)^H and [W-9 Form](#)^I to your req form)
- Sec. 6: This section will be completed by Student Government Accounting.
- Sec. 7: Mark the box for the appropriate action to be taken. For details, refer to the handbook [section 2.5](#)^J titled "Check Disbursements."
- Sec. 8: Mark the box for the appropriate action to be taken, authorized in Section 7. Be sure to enter a requested completion date. If the Check/Purchase Order is to be picked up, be sure to type the full name(s) of the authorized person(s) picking up the check.
- Sec. 9: Enter the appropriate quantity of each item if applicable.
- Sec. 10: In this section, you must provide a complete and detailed description of the goods (itemized list), or services you are purchasing. On the "RE" line, fill in a one sentence summary of your purchase. Include the event name, location, date and time in the box below section 10.
- Sec. 11: Enter the appropriate unit price and total price for each item you are purchasing. Be sure to subtotal the purchase, and enter the 20% discount or the appropriate sales tax (8.25%) if applicable.
- Sec. 12: Enter the total amount of the purchase on this line.
- Sec. 13: Enter your group's 21 digit account number and the amount you wish to draw from that account. You may list up to 4 account numbers per REQ. The sum of the dollar amounts listed on each line should equal the total amount listed in section 12.

APPROVALS: Each commissioner should sign on the appropriate line and submit the REQ to the appropriate funding source chairperson (i.e. the Finance Committee Chair, Budget Review Director, or CS Mini Fund Chairperson).

Attached Documentation

Every REQ must have the proper documentation before payment can be authorized. Examples of proper documentation are: the **original receipts** (photocopied receipts are not acceptable), **original invoice(s)**, **original honorarium contracts** (in some cases a faxed copy will be accepted). All documentation will be verified before any payment is made.

Obtaining Approval for the Requisition (REQ)

Once you have completed the REQ, submit it to either the Finance Committee Chair (Box #58), Budget Review Director (Box #24), or CS Mini Fund Chairperson (Box #41) (their mailboxes are located on the third floor of Kerckhoff Hall) depending on your group's funding source. Upon the receipt of your completed requisition, the ASUCLA Student Government Accounting Manager will review your REQ for completeness and validity of the attached documentation.

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2.3 Budget Transfers

Budget allocations for particular expense line items sometimes are either insufficient for a program's needs or are in excess.

A "Budget Transfer" is the mechanism used to transfer money from one account to another.

Budget Transfer forms may be obtained at the Student Government Accounting office at 332 Kerckhoff Hall or [online](#)^K. Each completed form must state the account numbers and the amount to be affected and the reason for the transfer. Please note that all budget transfers must be within the same entity and fund number.

All Budget Transfers require signatures from 2 sources:

- 1) Commissioner or Project Director and
- 2) Funding Director (i.e. Finance Committee Chair, Budget Review Director, or CS Mini Fund Chairperson)

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2.3.1 G/L or Expense Line Item Codes

Your account number consists of 21 digits, which are grouped in a series of divisions. One such division is the "G/L Account" which is a number which specifies an expense line item, such as supplies or graphics. When completing a budget transfer or a req, you may find the following code numbers with title useful.

5001	Assistance
6010	Supplies
6020	Postage
6030	Telephones
6110	Graphics
6120	Daily Bruin Advertising
6125	Newsmagazines
6130	Newsletters
6135	Outside Advertising
6210	Travel
6212	Transportation (Rentals)
6213	Retreats and Conferences
6214	Parking
6220	Programming
6310	Facilities
6410	Hospitality
6510	Honorarium
6755	Film Rental

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2.3.2 Budget Transfer Intervals and Signatory Requirements

For Membership Fees (Commissions, Offices, SAGS):

- Budget Transfer over \$500 must follow USAC guides.
- Require FiCom's signature

For ASUCLA BOD Interaction, USA Programming Fund:

- Budget Transfer not to EXCEED 10% of group's total allocation (per USAC Programming Fund guidelines)
- Require Budget Review Director's signature

For CS Mini-Fund:

- Budget Transfer not to EXCEED 20% of group's total allocation (per UASF, Undergraduate Academic Success Fund, guidelines)
- Require CS Mini-Fund Chair's signature

For Contingency:

- Originates only from FiCom's office
- Requires FiCom's signature

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2.4 How to Obtain a Purchase Order

Introduction

To make an Internal (ASUCLA departments) or External (UC Regents and all other Outside Vendors) purchase that will be billed at a later date, a Purchase Order must be issued to the vendor **PRIOR to the EVENT**.

Always ascertain if a vendor will accept a purchase order beforehand.

Upon the receipt of your completed requisition designating a request for a purchase order, Student Government Accounting will issue the Purchase Order to the vendor or hold it for pick-up (please indicate in Section 8 of the requisition).

How to get a Purchase Order

1. Fill out our Req with all sections completely filled out. See [“How to Fill Out a Req^L”](#) for further detailed instructions.
2. Turn your Req into your student organization’s signatory.
3. After your Req is approved by the fund directors, they will submit your req to SGA.
4. The Req will then be processed as usual except, the money will not be immediately taken from your account, but rather put on reserve until the invoice from the vendor is received by SGA.
5. SGA will then issue a Purchase Order (PO). You can either make arrangements for SGA to mail the PO to the vendor directly or hold it for you to pick-up (See section 8 of the Req). If you deliver the PO to the vendor in person, depending on your arrangements with that vendor, you may pick up the goods/services at that time. If the vendor gives you the original invoice, please be sure to submit it to Student Government Accounting for payment.

The issuance of the ASUCLA Purchase Order to the vendor confirms that all items and details listed will be supplied and, in turn, be paid for by ASUCLA.

6. Once the vendor receives our PO, they will then follow through on the order in accordance to any arrangements previously made. If merchandise is shipped directly to your department, make sure to submit the *packing slip* and/or *invoice* to SGA. This will ensure prompt payment to the vendor.

Once the invoice is received by SGA, it will then be processed and the money that was originally placed into reserve will be used to pay the vendor according to the PO.

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2.5 Check Disbursements

Guidelines to Receiving Check Disbursements

Checks are generated for cash advance, reimbursements and honorariums.

Checks are issued on the Tuesday and Friday of each week. If a check is to be issued on **Tuesday**, SGA must receive a properly authorized requisition form by the **previous Friday** no later than 5:00 pm. If a check is to be issued on **Friday**, SGA must receive a properly authorized requisition form by the **previous Wednesday** no later than 5:00 pm.

The requisition must state whether the check is to be mailed or picked-up. If the check is to be mailed, please make sure that the name and address are legible and that the zip code/mail code is included. If the check is to be picked-up, please list the name(s) of the person authorized (a photo I.D. is required at the time of pick up).

Cash advance checks are only for pick up. The person who will pick up the check must be a UCLA Student and bring a student ID card.

Checks are available for pick-up after 4:00pm on the day they are issued at Student Government Accounting, 332 Kerckhoff Hall.

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2.5.1 Receiving Personal Reimbursements

Occasionally, when no cash has been advanced and no requisition has been approved, an unforeseen expenditure must be made. The use of personal funds is discouraged if the individual plans to be reimbursed from program funds, as they could be exhausted by the time a reimbursement request is submitted or as a commissioner may not approve the expenditure. An individual takes a high risk in advancing program money from his own pocket.

However, if such expenditure is necessary in an emergency, the reimbursement procedure is as follows: The individual must complete a requisition following the Student Government Accounting guidelines. Attach the **original receipt(s)** to the requisition. Receipts must state where and when items were purchased and must list the items. Cash register receipts must have items printed adjacent to each amount listed.

In order to qualify as support for expenditures must meet the following specific criteria as established by ASUCLA and University auditors, each receipt must:

- Specify the name of the store where the purchases occurred.
- Provide a complete list of the purchased items.
- Indicate the date of the purchase.
- Marked "**Paid**" by the vendor.
- List the items purchased next to the amounts.
- Be those which the vendor normally issues during the course of their business. Receipts cannot be hand-written.
- **Photocopies of receipts are not acceptable**

Receipts that do not meet the above requirements will be considered unacceptable for reimbursement.

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2.5.2 Requesting a Cash Advance

Cash Advances are issued for a variety of reasons. For example, if a student government representative is traveling on Association business, s/he may need funds to cover travel expenses such as bus fare or meals (approved in advance in accordance with the per diem guidelines). Advances are also needed occasionally to purchase items at off-campus locations for a related project or program. Student Government Accounting will issue a check from a completed Requisition made **payable to an Individual or the Vendor**. The person authorized to pick-up the check will be responsible for returning the receipts.

To receive a Cash Advance: Complete a requisition form including the Payee (individual or vendor), a complete mailing address and telephone number. Include details on the nature of your purchases and a quote from the vendor, if possible. Cash Advances for retreat facilities costs require a list of attendees, agenda, statement of purpose, and facility contract. Advances for conferences require registration forms and the agenda.

- If the payee is an **Individual**, that person is responsible for returning the receipts and/or the balance of the advance within two (2) weeks of the issuance of the check.
- If the payee is a **Vendor**, the person authorized to pick-up the check is responsible for returning the receipts and/or the balance of the advance within two (2) weeks of the issuance of the check.

Cash Advances cannot be mailed to the payee. They must be picked-up in person at Student Government Accounting, 332 Kerckhoff Hall, after 4:00pm on the day of issuance (a Tuesday or Friday). You must bring a UCLA Student ID for cash advance pick-up.

Receipts that qualify as support for expenditures must meet the following specific criteria as established by ASUCLA and University auditors.

The Receipts must:

- specify the name of the store where the purchases occurred.
- provide a complete list of the purchase items.
- indicate the date of the purchase.
- be marked "Paid" by the vendor.
- be those which the vendor normally issues during the course of business.
- cash register receipts must list the items purchased next to the amounts.
- Xerox copies are not acceptable as support for expenditures.

If receipts are not turned in, the advance is normally considered unsettled. In the event that this occurs, the account upon which the funds were drawn could be frozen and/or the person's University records placed on **HOLD** until the matter is cleared. Under circumstances when receipts are lost or unobtainable, a written verification from an independent third party is acceptable. The statement must include the goods purchased, the name of the event, date, and the location of the event. This written statement must be co-signed by the appropriate Commissioner/Officer and the Finance Committee Chair.

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2.5.3 Guidelines for Honoraria Payments

Periodically a program will wish to contact a speaker or performer to appear at one of its events. With all Honorarium payments, a performance agreement or contract (available in Student Government accounting or [online^M](#)) and [W-9^N](#) form must accompany the requisition.

The Performance Agreement/Contract must include the following information:

- Name and complete address of performer.
- Date, Time of Hiring, and the Location of the performance.
- Agreed amount that the performer is to receive for their services.
- The performer's Social Security or Tax I.D. Number.
- The numbers 1-9 on the appropriate blank line, indicating that the performer has read paragraphs 1-9 on the back of the Agreement.
- The signature of the Finance Committee Chair, Commissioner/Register Student Organization Official and Project Director.

The Performance Agreement must be signed by the performer or their authorized representative prior to the performance. A requisition must be filled out with the same information and submitted to Student Government Accounting, along with the performance agreement and W-9 form **in advance** of the scheduled performance date. Student Government Accounting liens the program's honorarium account for the amount and submits the performance agreement to the Student Support Services Division Manager for signature. ***Only after the USA Official and the Student Support Services Division Manger have signed the performance agreement is it legally binding. Other oral or written commitments purporting to bind ASUCLA or the University is not legally binding and cannot be honored.***

Upon the receipt of your completed requisition, Performance Agreement and W-9 form, the check is drawn for the honorarium payment. According to your instructions, the check is either mailed to the performer's address or held for pick-up at Student

Government Accounting, 332 Kerckhoff Hall. **Checks are not released until the day closest to the performance.** If someone other than the payee is to pick-up the check, you must state their name on the requisition (section 8).

Honorarium payments are made only by check and cannot be cashed on campus

Please Note: A Non-Resident *State Tax of 7%*, and/or a Non-Resident *Federal Tax of 30%* will be assessed on honorarium payments that exceed \$1,500.

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2.6 “Paid for by USAC” logo on Print Media

For all print media, the “Paid for by USAC” logo and the funding source must be referenced. The “Paid for by USAC” logo can be found [here](#)^o.

Print media includes:

- Daily Bruin ads
- Other newspaper ads
- Magazine ads
- Facebook ads
- Programs
- Flyers
- Posters
- Banners
- And etc.

If the funding reference(s) are omitted from your ad, your requisition form may be delayed in the payment process.

Additional funding sources that may need to be referenced are:

- CS Mini Fund
- AAC Mini Grant
- USA/BOD Programming and Associated Students Interaction Fund
- AAC Success Referendum
- And etc.

For example, if you receive funding from the USA BOD Programming Fund, you must have both the Paid for by USAC logo and the words “Paid for by USA/BOD Programming and Associated Students Interaction Fund” on the print media.

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2.7 Items that may NOT be purchased with Membership Fees (i.e. your "Reg Fees")

- Food**
- T-shirts
- Compact Disks (including DVDs)
- Cameras**
- Flowers and plants for gifts**
- Candles**
- IM Sports fees
- Decorations**
- Personal reimbursements of Honorarium payments made to an individual
- Picture Frames
- Plaques and Engraving (with the exception of paper certificates of appreciation for Community Service Commission volunteers).
- Trophies & Charms
- Parking Citations

** Please seek the advice of your Center for Student Programming Advisor and/or the Student Government Accounting Manager prior to committing to these types of expenditures. Also, please familiarize yourself with the USAC website:

[Guiding Documents^P](#)

[Bylaws of Undergraduate Student Association^Q](#)

[Financial Guidelines^R](#)

[Freeze Policy](#)

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2.8 Outside Funding Sources

In the occasion that outside organizations or individuals wish to donate money or sponsor a USA Program or Event, they should make all checks or money orders payable to **ASUCLA-Undergraduate Students Association**. The check's memo section can and should have your student organization or department name. (i.e. Memo: Dance Marathon)

Expenditures using outside funds still follow the regular SGA procedures (beginning with a completed General Requisition form) and require approval from the Finance Committee Chairperson.

Outside income may be used to pay for items that are usually not eligible for purchase by membership fees.

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2.9 Stipends

Student Government is by its nature, "Voluntary." As such, the elected and appointed positions held by members of USA do not fit into the normal job classifications utilized by the Associated Students UCLA. Therefore, these positions are usually awarded a monthly "stipend" that is not intended to fully compensate for work performed or services rendered.

All stipend receiving individuals must fill out the **New Hire Form packet** available at the SGA office. Once completely filled out, the individual must bring the packet back to SGA along with their **approved proof of identification for the I-9**. The completed New Hire Form packet will be processed and the individual will be placed into the ASUCLA Payroll system. Individuals can elect to receive their stipend in bi-weekly amounts or one lump sum each quarter. For help with your New Hire Form packet, refer to [section 2.9.1^S](#).

In addition, all non-elected appointments for positions receiving a stipend funded by USA Membership Fees and/or funded by the University of California must be approved.

Once each quarter, ASUCLA performs an eligibility check, to confirm the status of each student on the payroll of the student governments. ASUCLA policy stipulates that all

ASUCLA student positions be filled only by currently enrolled, regular session UCLA students.

In order for an individual to receive a stipend, there are a few steps in setting up the organization's budget for the stipend.

First and foremost, the organization needs to have a [signatory form](#)^T on file with SGA.

Second, the organization needs to transfer the funds into a separate account for stipends with a [budget transfer form](#)^U. You will need to be able to read your account number off of the budget report to fill out the form. See our [account number guide](#)^V for help with your account number. Someone on the signatory form needs to sign the budget transfer and then submit the budget transfer to the appropriate fund director. For SOOF, it's FiCom. You can either take it directly to the fund director, or submit it to their folder in SGA. (FiCom's folder is the gold one.)

****If individuals miss the deadline for either Fall or Winter quarter stipends, they are ineligible for retroactive pay, however their stipend amounts can be adjusted. However, keep in mind, there is a cap for stipend amounts for individuals.**

Third, the organization needs to submit a list of the individuals that will be receiving a stipend. This can be a word document that is simply submitted with the individuals' name, position in the organization, stipend amount and state whether the person will be getting paid bimonthly or quarterly. Keep in mind, the total of the stipends cannot exceed 60% of the allocated budget amount.

Fourth, each individual receiving a stipend must fill out a New Hire Form packet that is available for pick up at SGA. Each individual must fill it out and come back to SGA with their I-9 identification in original form. No faxes or photocopies. The I-9 form is a government form that we are simply complying with, so we must follow protocol. For more details regarding the different paperwork within the New Hire Form packet, see [section 2.9.1](#)^W. The deadline for the New Hire Form packet is Wednesday of 5th week of each quarter. If you miss the deadline, you will not be eligible for stipends for that quarter.

You are now done setting up stipends for your organization. If an individual is interested in receiving their stipend through direct deposit, they need to go to ASCULA payroll (219 KH) and follow their direct deposit procedure.

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2.9.1 New Hire Form Packet

The New Hire Packet consists of several forms that you will need to complete:

1. The New Hire Form (Yellow cover sheet)
2. The Department of Homeland Security Employment Eligibility Verification Form (I-9)
3. The UC's Employee's Federal – State Withholding Allowance Certification (W-4/DE 4)
4. The Statement Concerning Your Employment in a University Position Not Covered By Social Security (URIS 419)
5. The ASUCLA's Privacy Policy Notification Form
6. The ASUCLA's Employee Discount Policy Notice
7. The Acknowledgement of Student Employment Conditions

This packet is available to you in the SGA office, 332 Kerckhoff Hall. Student Staff members are available for your assistance.

Detailed Explanation of the Forms:

1. The New Hire Form (Yellow cover sheet)
 - This New Hire Form asks for your basic information (Student ID, Name, Address, Phone number, Birthday, SSN, Email) and your Stipend Information.
2. The Department of Homeland Security Employment Eligibility Verification Form (I-9)
 - This Form ensures that you are eligible for employment with ASUCLA and thus eligible to receive a stipend. You only fill out Section 1, making sure to sign and date.
 - When you submit your New Hire Form packet for processing, you must also bring an approved proof of identification. A list on the back of the form dictates what is acceptable. If you decide to bring one of the documents in List A, that is all you need. Otherwise you need one item from List B **AND** one item from List C.
 - * For instance, you can bring in your US passport which is listed in List A.
 - * If you do not have a passport, you can bring in your Driver's License **AND** your Social Security Card.
3. The UC's Employee's Federal – State Withholding Allowance Certification (W-4/DE 4)
 - This form tells Payroll what your withholdings for taxes should be. This form directly impacts your stipend check and your tax return. If you can be claimed as a dependent by your parents, you cannot claim yourself and would most likely put a "0" in number of allowances.
4. The Statement Concerning Your Employment in a University Position Not Covered By Social Security (URIS 419)
 - This statement states your acknowledgement that your position is not covered by social security.
5. The ASUCLA's Privacy Policy Notification Form

- This form has two parts: the Use of Personal Automobile for ASUCLA, and the Privacy Notice.
 - The Use of the Personal Automobile for ASUCLA, states that you have a minimum of public liability insurance and that if you get into an accident, ASUCLA does not provide insurance or coverage and your own insurance carrier is responsible for damages.
 - If you do not have the minimum insurance coverage, do not use your car for ASUCLA purposes.
 - The Privacy Notice gives you the terms for which your information will be used and disclosed.
6. The ASUCLA's Employee Discount Policy Notice
- As an employee of GSA, you are eligible to receive the ASUCLA employee discount. A list of the merchandise and services that your discount DOES NOT apply towards is given and the circumstances that you may use your discount privilege.
7. The Acknowledgement of Student Employment Conditions
- ASUCLA's employee handbook is your responsibility to read and adhere to the policies within. The handbook is online at <http://www.asucla.ucla.edu> → Employment → Policies → Student Employees.
 - The UCLA Environmental Health and Safety Handbook for employees is also your responsibility to read and adhere to the policies within. This handbook is available at <http://www.ehs.ucla.edu> → Downloadable resources → EH&S Employee Handbook.
 - If you violate any of the policies, you will be subject to corrective action up to and including immediate dismissal.

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2.10 The 21-digit Account Number

Your student group, referred to at SGA as a department, is assigned a specific 4 digit department number. You can find your department number [here](#)^x. Although not required, memorization of this department will only help you and our staff in processing your paperwork.

The first part is the entity code (1 digit), which is for USA is always 1.

The second part is the funding source code (4 digits), possible funding codes are:

- 4100 Membership Fees
- 4101 Membership Fees Contingency
- 4105 Central Office Fees
- 4110 Council Fees
- 4120 Entertainment Fee
- 4125 Academic Affairs Fee
- 4130 Community Service Fee
- 4135 Student Welfare Fee
- 4140 USA Programming Fee
- 4145 USA Community Service Mini Fund Fee
- 4180 Council Carry-over
- 4300 University Support
- 4400 BOD/SIF Programming Income
- 4500 SFAC Fee Income
- 4600 Concert Income
- 4605 Film Income
- 4610 Other Income
- 4615 Donations
- 4620 Special Event Income

The third part is the division code, which possible could be:

- 100 Campus Events Commission
- 110 Community Service Commission
- 120 Cultural Affairs Commission
- 130 Academic Affairs Commission
- 140 Facilities
- 150 Financial Supports
- 161 General Representatives 1
- 162 General Representatives 2
- 163 General Representatives 3
- 170 Student Welfare Commission
- 180 External Vice President

- 190 Internal Vice President
- 200 President
- 210 Administrative Overhead
- 212 Mandatory Fee
- 220 Officially Recognized Student Organizations
- 230 Contingency
- 250 USA Programming Fund
- 260 USA Community Service Mini Fund
- 290 The Green Initiative Fund
- 300 Student Interaction Fund

The fourth part is your department number. See [here](#)^Y for the list of departments.

The fifth part is the G/L or General Ledger number, possible G/L numbers are:

- 6010 Supplies
- 6020 Postage
- 6030 Telephones
- 6110 Graphics
- 6120 DB Ads
- 6125 DB News Mg
- 6127 DB Resolutions
- 6130 Newsletter
- 6135 Outside advertising
- 6140 Photocopying
- 6210 Travel
- 6212 Transportation
- 6213 Retreats/Conf.
- 6214 Parking
- 6220 Programming
- 6310 Facilities
- 6410 Hospitality
- 6510 Honorarium
- 6755 Film Rental

The sixth and last part is the event code. This is often 5 zeroes "00000", but if you receive funding through Contingency, your event will be assigned a specific event code.

Examples of account numbers are:

1-4120-100-1001-6010-00000

Notice:

- The Division number is 100, so FiCom must approve this req.
- The G/L number is Supplies.

1-4400-300-2266-6220-90107

Notice:

- The Division number is 300, and thus this req must be approved by the USA BOD fund director.

- The G/L number is 6220, which is programming.
- The event number is 90107, which is the Thai Culture Night.

For help on how to read your account number on the budget report online or given to you from the staff at SGA, check out our account number help [here](#)^z.

SGA – What’s A Req? Tutorial

3.1 Frequently Used UCLA Department Addresses

When preparing a requisition to one of the following departments, please make sure to include the complete address. This will help SGA process your order.

All orders to the departments listed below are placed by Student Government Accounting personnel **ONLY**.

UC REGENTS - Audio Visual

B-103 Campbell
CAMPUS 151902

UC REGENTS - Parking Services

555 Westwood Plaza, Ste. 100
Campus 136008
ATTN: Matt

UC REGENTS- UCLA Events Office

168 Kerckhoff Hall
Campus 721306

UC REGENTS - Communications Technology Services (CTS)

2nd Floor, Campus Services Building
Campus 136208

UC Regents - CSP

105 Kerckhoff Hall
Campus 160706

UC REGENTS- Fleet Services

555 Westwood Plaza
Campus 136208

UC REGENTS- Conferences and Catering

330 De Neve Drive
Campus 149207

UC REGENTS – BruinCard Center

123 Kerckhoff Hall
Campus 166906

SGA – What’s A Req? Tutorial**3.2 Frequently Used ASUCLA Departments Addresses**

When preparing a requisition to one of the following departments, please make sure to include the complete address. This will help SGA process your order.

UCLA Store – (Computer Store or Essentials)

B-Level
Ackerman Union
Campus 164506

Student Media

(Daily Bruin, La Gente, Together, Ha am, Nommo, etc..)
118 Kerckhoff Hall
Campus 164006

ASUCLA Storeroom (for purchase of cases of no-hole paper, 10 reams minimum)

(no address)

ASUCLA Catering

138 Kerckhoff Hall
Campus 164006

SGA – What’s A Req? Tutorial**4.1 SGA Office Contact Information****Student Government Accounting**

308 Westwood Plaza
332 Kerckhoff Hall
Campus 164006
Los Angeles, Ca 90024

(310) 825-3662
saccount@asucla.ucla.edu

Hours of operation:
Monday - Friday
9:00am - 5:00pm

Julia Tsien
(310) 825-9018
jtsien@asucla.ucla.edu

Irma Tirado
itirado@asucla.ucla.edu

Debra Simmons
dsimmons@asucla.ucla.edu

SGA – What’s A Req? Tutorial

4.2 Student Government Accounting Staff

Roy Champawat - Student Union Director

- ASUCLA Representative to GSA
- Expert on student government issues
- Contract negotiator
- Student Gov’t Acctg Manager’s direct report

Debra Simmons - Student Government Accounting Manager

- Oversees the SGA department
- USA/GSA Budget Analyst
- Approves all General Requisitions
- Acts as ASUCLA representative to the:
 - Finance Committee
 - Budget Review Committee
 - USA Programming Committee
- Customer Service

Irma Tirado - SGA Accountant

- Payroll Administrator
- Van and Bus Ordering Coordinator
- UCLA Telecommunications Liaison
- Manages the daily accounting operations of SGA
- Account Reconciliations
- Student staff supervisor
- Customer Service

Julia Tsien - SGA Accountant

- Audits all General Requisitions
- Accounts Payable/Receivable
- Record Keeping
- Customer Service

SGA – What's A Req? Tutorial

4.3 Office Procedures and Schedule

REQUISITIONS:

- All complete General Requisitions received by SGA from the Finance Committee, Budget Review, or CS Mini Fund Chair will be processed within the next 2 days, although, that may vary during periods of high demand. Please note that reqs made out to internal and external vendors are prioritized first, followed in order by cash advances, honoraria, and lastly reimbursements.

PURCHASE ORDERS:

- Student Government Accounting generates purchase orders daily. Please allow two days from the time that the Finance Committee/Budget Review/or CS Mini Fund Chair submits your requisition for the processing of your Purchase Order.

CHECK RUNS:

- Checks are issued on Tuesdays and Fridays. Checks are available to be picked up after 4:00pm on the day of printing and during normal office hours any day after from Student Government Accounting, 332 Kerckhoff Hall. Be prepared to show your ID.
- Checks are also mailed out, except for Cash Advance checks.

BUDGET REPORTS:

- Budget reports are run weekly and uploaded to the USAC website [here^{AA}](#).
- Reports are also available in our office at any time.

The links that were used in this handbook:

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- ^A <http://www.usac.ucla.edu/funding/sgahandbook/initiate.php>
 - ^B <http://www.usac.ucla.edu/funding/sgahandbook/howtocomplete.php>
 - ^C <http://www.usac.ucla.edu/funding/sga/acounthelp.pdf>
 - ^D <http://www.usac.ucla.edu/funding/sga/usabudgetreport.pdf>
 - ^E <http://www.usac.ucla.edu/funding/sga/signatory.pdf>
 - ^F http://www.usac.ucla.edu/funding/sgahandbook/resources_requisitions101.pdf
 - ^G <http://www.usac.ucla.edu/funding/sga/req.pps>
 - ^H http://www.usac.ucla.edu/funding/sgahandbook/sga/honorarium_contract.pdf
 - ^I <http://www.usac.ucla.edu/funding/sgahandbook/sga/w9form.pdf>
 - ^J http://www.usac.ucla.edu/funding/sgahandbook/check_disbursements.php
 - ^K http://www.usac.ucla.edu/funding/sga/budget_transfer.pdf
 - ^L <http://www.usac.ucla.edu/funding/sga/req.pps>
 - ^M http://www.usac.ucla.edu/funding/sga/honorarium_contract.pdf
 - ^N <http://www.usac.ucla.edu/funding/sga/w9form.pdf>
 - ^O <http://www.usac.ucla.edu/funding/sgausaclogos.php>
 - ^P <http://www.usac.ucla.edu/documents/guiding.php>
 - ^Q <http://www.usac.ucla.edu/documents/bylaws.php>
 - ^R http://www.usac.ucla.edu/funding/docs/funding_guidelines_financial.doc
 - ^S http://www.usac.ucla.edu/funding/sgahandbook/new_hire_forms.php
 - ^T <http://www.usac.ucla.edu/funding/sga/signatory.pdf>
 - ^U http://www.usac.ucla.edu/funding/sga/budget_transfer.pdf
 - ^V <http://www.usac.ucla.edu/funding/sga/acounthelp.pdf>
 - ^W http://www.usac.ucla.edu/funding/sgahandbook/new_hire_forms.php
 - ^X <http://www.usac.ucla.edu/funding/sga/sgdnumbers.pdf>
 - ^Y <http://www.usac.ucla.edu/funding/sga/sgdnumbers.pdf>
 - ^Z <http://www.usac.ucla.edu/funding/sga/acounthelp.pdf>
 - ^{AA} <http://www.usac.ucla.edu/funding/sgainstructions.php>