# CHECK REQUISITION INSTRUCTIONS - ASI FUNDING

*Please only complete this form if your Recognized Student Organization (RSO) has been approved for ASI Funding by the ASI Finance Committee and banks on-campus.*

***\*Complete one per individual who needs to get reimbursed/paid***

## Student Organization Check Requisition Timeline

1. Checks are issued every Tuesday and Thursday
2. New Vendors (first-time payees) ALWAYS require a completed **Payee Data Record form** (in lieu of a W-9); completion takes about 10 business days.
    i. Please provide Amanda Maldonado (amaldo95@calstatela.edu) the vendor/payee's full name and email address to initiate the form.
3. It will take University accounting about 10 business days to process and issue a check.
4. You must **submit your check requisition(s) within 15 business days** after your event or Finance Committee – the date is indicated on the ASI Award Letter. After this time, ASI will not be able to process the check requisition and the funding set aside for your event will be allocated to another recognized student organization.
5. Please take this processing timeline into account when submitting your organization's check requisitions.

## Student Organization Check Requisition Instructions

2. Fill in your **Organization Name** and **Date**
3. Fill in the **Payable to** section with the full name, address, and telephone number of the person/ organization you are paying.
4. Select whether you want to **Mail the Check, Pick up the Check, or ACH/EFT** when it's been issued.
5. Select the **Type of Expense** from the following options:
    a. Payment with Invoice
    b. Reimbursement with Original Receipts
    c. Other
6. Calculate and fill in the **Total Amount Requested (May not exceed the amount ASI approved for your event)**
7. Fill out the **Purpose of Request** (reimbursement, honorarium, etc.)
8. Attach appropriate supporting documentation, which includes:
    a. Itemized receipts – digital copy or clearly scanned copy
    b. Copy of a sign-in sheet or list of attendees for the event (if there's food or tickets)
    c. ASI Award Letter
    d. For **missing documentation**, you will need to provide the **ASI RSO Lost Receipt Form** signed by either the president or treasurer and your student organization advisor stating why the supporting document was not available.
9. Both the organization **president and treasurer** must sign and date the Check Requisition
    a. Your advisor's signature is required if the reimbursement is for the president or the treasurer.
    b. **The individual to whom the check is being made out to may not sign the same check requisition.**

# CHECK REQUISITION FORM – ASI FUNDING

Student Organization Name: _____          Date: _____

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Check to be made **<u>payable to:</u>**

Name: _____

Address: _____

City, State Zip: _____

Phone Number: _____

Type of Expense:

☐     Payment with Invoice

☐     Reimbursement with Receipts

☐     Other

Check One:   ☐ Mail Check     ☐ Pickup Check     ☐ ACH/EFT (must already been set-up by One-Stop)

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**Total Amount Requested:** $ _____

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Event Title: _____          Event Date: _____          BEO # _____
<br>UAS CATERING

Purpose of Request (ex: reimbursement, travel, honorarium, etc.):

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Student Organization Authorization:

President: _____          Advisor: _____
               Signature                Date                                 Signature            Date

Treasurer: _____
              Signature               Date

**ASI**