ASSOCIATED STUDENTS
SAN JOSÉ STATE UNIVERSITY

ASSOCIATED STUDENTS
SAN JOSÉ STATE UNIVERSITY
Requisition for Fund

ORGANIZATION INFORMATION

ACCOUNT NUMBER	DATE
ACCOUNT NAME	
☐ A.S. Funding	☐ Campus Organization

INSTRUCTIONS (Select one (1) of the following)

☐ Please draw **CHECKS** in payment of the items listed below.
(**NOTE: IMPORTANT** – Bills, Receipts, Trip Reports, etc. must be submitted with requisition. Subject to holds.)

☐ Please issue a **PURCHASE ORDER** for the items listed below.
(**NOTE to Treasurer of Organization:** Do not enter more than one vendor on a requisition.)

☐ Submit **CONTRACT** requests as soon as programming is approved.
Allow minimum of 10 days for completion of contract. Check **WILL NOT** be issued until signed contract is on file in the Associated Students General Services Center.

☐ Journal Entry ☐ BUDGET LINE ITEM TRANSFER

ALLOW 3-5 BUSINESS DAYS FOR PROCESSING

DESCRIPTION

TYPE OF REQUEST

☐ ADVANCEMENT
☐ REIMBURSEMENT
☐ OTHER: _____
_____
_____

REASON FOR CHECK

VENDOR/PAYEE INFORMATION* - 1 per form

FOR OFFICE USE ONLY

MAKE PAYABLE TO: _____

ADDRESS: _____
_____
_____

AMOUNT: $ _____

PAYEE PERSONAL EMAIL: _____
(Please do not put your SJSU email)

SJSU ID (IF APPLICABLE): _____ PAYEE PHONE NUMBER: _____

INDICATE DISPOSITION OF CHECK:

☐ MAIL ☐ IT WILL BE CALLED FOR BY: _____

I certify that I have been duly authorized to sign requisitions on the funds of the above account.

Account Signature: _____ Date: _____

VERIFIED/APPROVED BY: _____ Date: _____

A.S. Executive Director: _____ Date: _____

Return signed form to A.S. General Services Center, Main Floor, Student Union. Room 1800, 408.924.6200

*Contact information – required due to "Unclaimed Property" reporting requirements