

Requisition Submission Checklist **REQUIRED**

Food for Meetings: *Limit \$15 per person*

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)
- Original Sign-in sheet with wet/ink signatures (No copies)

Conference, Tournament, Competition: *Limit maximum of \$1,500 total per year*

- A flyer detailing the event with date and location
- List of attendees with student ID numbers
- Original itemized receipts
- Proof of payment with name of purchase (must match payee on requisition)
- Gas receipt with gallon and price per gallon (No prepaid)
- Mileage of the conference from UCR

Cultural Events: *Limit maximum of \$1,500 total per year*

- Original itemized receipt or Event Summary (Invoice) if on campus

Banquet: *Limit \$40 per attendee*

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)
- Original Sign-in sheet with wet/ink signatures (No copies)

Equipment Purchases (relevant to the organization): *Limit \$300 total per year*

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)

Professional Services (Speakers, Instructors, DJs, etc): *Limit \$550 total per year*

Direct payment no reimbursements

- Invoice
- W-9 (Federal Tax ID number)
- Performance Agreement

General Expenses (Office supplies/supplies, marketing, promotional, rentals, and decorations):

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)

Apparel:

- Original itemized receipt
- Proof of payment with name of purchaser (must match payee on requisition)
- Preview of the apparel with ASUCR logo

- Purchase Order Option - *Progressive Graphics ONLY*
- Quote from Progressive Graphics
- Preview of the apparel with ASUCR logo
(Purchase orders will be sent to Progressive Graphics by ASUCR within 3 business days)