ASSOCIATED STUDENTS  
San José State University  
Requisition for Fund

<table>
<thead>
<tr>
<th>ACCOUNT NO</th>
<th>ACCOUNT NAME</th>
<th>DATE</th>
<th>ASSOCIATED STUDENTS</th>
<th>CAMPUS ORGANIZATIONS</th>
</tr>
</thead>
</table>

INSTRUCTIONS

Select one (1) of the following:

☐ 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.)

☐ 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.)

☐ 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 (J/E.)  

☐ BUDGET LINE ITEM TRANSFER

ALLOW 3 BUSINESS DAYS FOR PROCESSING

<table>
<thead>
<tr>
<th>SPECIAL USE</th>
<th>DESCRIPTION OF ITEM OR SERVICE</th>
<th>VENDOR OR PAYEE</th>
<th>AMOUNT</th>
<th>THIS COLUMN FOR OFFICE USE</th>
</tr>
</thead>
</table>

Indicate disposition of check:

1. Mail to vendor or payee  
   *(enter address under payee named above)*

2. It will be called for
   
   By
   
   (Please Print or Type)

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