



Associated Students Chargeback Requisition

This area to be completed by Meeting Services

Reservation ID Number _____ Event Date(s) _____ Estimated Charges _____

This area to be completed by Client (Student Club/Organization)

AS Department # _____ Organization Name _____

Contact Person _____ E-mail Address _____ Day Phone _____

Advisor Name _____ Advisor Signature _____ Advisor Phone _____

This area to be completed by AS Accounting and Financial Services

Alpha ID _____ Account Chart Field String _____ Total Authorized Amount _____

Printed Name of Authorized Signer _____ Authorized Signature _____ Approval Date _____

Please make a copy of the requisition for your office. Original must be returned to Meeting Services fourteen (14) days prior to the event date.

COMPLETE AREA BELOW ONLY IN EVENT OF INCREASED RESERVATION CHARGES

Revised Estimated Charges

Advisor Name _____ Advisor Signature _____ Date _____

This area to be completed by AS Accounting and Financial Services

Alpha ID _____ Account Chart Field String _____ Total Authorized Amount _____

Printed Name of Authorized Signer _____ Authorized Signature _____ Approval Date _____

Please make a copy of the requisition for your office. Original must be returned to Meeting Services fourteen (14) days prior to the event date.

- This form is to be used when the Associated Students (AS) allocates funds to cover the cost of a reservation within University Student Union facilities.
- The client is responsible for knowing and abiding by the AS rules governing fund allocations.
 - The AS may not cover the invoice balance if this form is submitted to the AS after the event has occurred.
 - The AS will not cover charges for damages or fines.
 - The AS will not cover charges for dances.
 - The AS will not cover regular meetings; special events only.
- The Advisor signature and campus extension are required prior to submission of this form to the AS.
- The client is responsible for payment of any invoice balances not covered by the AS.
 - The AS will not cover invoice charges beyond the Total Authorized Amount without club authorization and approval from AS.
- In the event that final reservation charges surpass the Total Authorized Amount, the Client is responsible for re-processing this form.
- The Client is responsible for keeping a copy of the signed form for your records.
- If any fields are left blank, the form will not be accepted by Meeting Services (MS).

Steps to Completion

- Attach a copy of the reservation to the back of this form.
- Obtain Advisor signature.
- Take this form to the AS Accounting & Financial Services office. An AS representative will verify available funds and approve the requisition.
- Return this form to MS prior to the payment deadline noted on the reservation.
- In the event that the final reservation charges surpass the Total Authorized Amount, you will need the advisor's approval for the increased amount. Then, take the original form to the AS Accounting & Financial Services office. An AS representative will revise the Total Authorized charges. Return the revised requisition to MS prior to the payment deadline noted on the reservation.
- If the final reservation charges do not exceed the Total Authorized Amount, no further action is required. MS will invoice actual charges only. Any remaining funds will be returned to the AS account.

Office Use Only

Received:

Accepted By:

