ASSOCIATED STUDENTS
SAN JOSE STATE UNIVERSITY

General Services Center
One Washington Square
Student Union, Room 1800
San José, CA 95192-0129

t: 408-924-6200
f: 408-924-6220
as.sjsu.edu

If you request Associated Students:

1. To pay the vendor directly, you are required to submit a QUOTE or an INVOICE
   NOTE: PAYMENT BY ASSOCIATED STUDENTS ARE BY CHECKS
2. For reimbursements, you are required to submit a PROOF OF PAYMENT
   NOTE: A.S. does not reimburse individual(s) or allow personal reimbursements

All transactions require a completed Requisition Form in addition to the following:

APPAREL	
Apparel 1. Quote, Invoice, or Paid Receipt 2. Mockup of apparel displaying the A.S. Logo	**Costumes/Uniforms** 1. Quote, Invoice, or Paid Receipt 2. Letter from club advisor: See funding criteria 3. Mockup of apparel

PROFESSIONAL DEVELOPMENT REGISTRATION AND TRAVEL	
Professional Development Registration 1. Registration Form a. Quote, Invoice, or Paid Receipt 2. Conference Information Sheet 3. Release & Waiver Form for each participant	**Travel/Airfare** 1. Paid Receipt ($400 MAX for each person) 2. Traveling Itinerary* 3. Conference Information Sheet 4. Release & Waiver Form for each participant *Condition: Vendor must accept check payments; else student(s) will need to pay out of their pocket.

***REQUIRED: Must submit documents before date of event for Registration and Travel**

PROFESSIONAL ARTIST/PERFORMER/SPEAKER AND HONORARIUM	
Professional Artist/Performer/Speaker 1. Contract. Invoice. or Ouote 2. Completed A.S. Contract Request Form 3. Mini-biography of artist	**Honorarium** 1. Completed A.S. Contract Request Form 2. Mini-biography of artist 3. Paid Receipt* *Condition: Gifts for Honorariums

***REQUIRED: Must submit documents before date of event for Artist/Performer/Speaker and Honorarium**

PUBLICITY AND PRINTING	
Promotional Items 1. Quote, Invoice, or Paid Receipt 2. Mockup of item showing the A.S. logo pertaining to funding criteria	**Spartan Daily** 1. Quote or Contract from Spartan Daily
A.S. Print Shop 1. No paperwork is required 2. The Print Shop will have your funding information when you go there, and notify them that you've received funding.	**Alternative** 1. Quote, Invoice, or Paid Receipt 2. Mockup of item showing the A.S. logo

OTHER	
Equipment/Security/Venue 1. Quote, Invoice, or Paid Receipt	**Research Project** 1. Quote, Invoice, or Paid Receipt
Food 1. Invoice or Paid Receipt from Spartan Shops	