

**Student Organization
 General Reimbursement Payment Request**

INSTRUCTIONS:

1. This form is for requests such as Office Supplies, Berkeley Law Swag, photo-copying/printing. Complete the Expense section. **Do not** place entertainment event meals, food purchases or travel on this form.
2. Receipts should be submitted no more than 10 days from purchase date.
3. Include an **itemized receipt** that displays payment method such as the last four digits of the card.
4. More information can be found at the following link: <https://www.law.berkeley.edu/business-services/paying-students/student-group-reimbursements/sabl-alumni-fund-other-expense-reimbursement/>

Application Required for All Non T&E Reimbursements	
From whom are you requesting funds Check one:	<input type="checkbox"/> Student Association at Berkeley Law (SABL) <input type="checkbox"/> Alumni Student Group Funds
Name of Student Group or Journal	

Payee Information			
Name:		Student ID Number:	
Email:		Phone Number:	

GENERAL – Complete this section for T-shirts, supplies, printing/photocopying, or other non-travel, non-entertainment purchases. *This type of reimbursement requires an itemized receipt from the purchaser detailing the purchase and last 4 digits of credit card. For Gifts purchased, please attach a gift recipient list with affiliations e.g. student, faculty, staff, donor.			
What was purchased ex. Pencils, Paper, Books, Swag etc:			
Date(s) of Purchase:	Total Cost of Purchase:	Requested Reimbursement Amount :	
Is this Purchase a Gift or Postage?	Yes	No	*If you selected yes, please attach the list of recipients
Business purpose: How does the purchase(s) benefit Berkeley Law and your student group? (required):			

Gift/Swag Recipient List

Description of Item: _____

First & Last Name	Title	Occupation / Affiliation
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