

Business Services Law Building Room 311b and 312 Berkeley, CA 94720-7200 lawstudentreimb@law.berkeley.edu

## 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. **<u>Do not</u>** 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 fun Check one:	☐ Student Association					
Name of Student Group or Journal						
Payee Information						
Name:						
Email:		Phone Number:				
•		•				
*This type of reimbursem		ne purchaser det	non-travel, non-entertainment purchases. ailing the purchase and last 4 digits of credit card student, faculty, staff, donor.			
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 seld	ected yes, please attach the list of recipients			
Business purpose:  How does the purchase(s) benefit Berkeley Law and your student group? (required):						



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Payee's Certificat	cion Statement (re	equired):					
I certify that the above is true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of as required by University policy.						on the dates	
Signature:			,		,		
Charlent Casassa	· Iaal Offican	innature of Annua	······l				
Name:	T Journal Officer S	ignature of Appro	vai Emai	ı.			
Signature:			Offic				
Signature.			Title				
APPROVAL – Offic	ce Use Only						
	☐ Student Assoc.	at Berkley Law (SABL	)	Alumni Stu	dent Group Funds		
Name:	Name:						
Approval Signature							
Amount Approved	•	\$					
CHARTSTRING -	Office Use Only (P	lease enter distributio	on amount if more	han one chartstring	is to be applied to re	rimbursement <b>)</b>	
Account	Fund	Department	Program Code	Chartfield 1	Chartfield 2	Amount \$	
						\$	
						\$	
		1	1		1	<u> </u>	
5	J.						
Exceptional Approva	ii:						
Shivani Bhatia.	Assistant Dean and	CFO date	 Erwin Cl	emerinsky, Dean		date	
Berkeley Law Berkeley Law							

Gift/Swag Recipient List Description of Item:

First & Last Name	Title	Occupation / Affiliation
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Procurement Services/Disbursements June 2012