

## Pre-Approval Request Form for Non-Travel and Non-Entertainment Purchases

Requester's Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Center/Department/Student Group: \_\_\_\_\_

Item purchased for:  Student(s)  Staff  Visiting Guest

**How will this purchase benefit Berkeley Law? Please provide detailed business purpose and Attach Recipient Names for Swag or Gifts . Include link to website and .pdf of items to be ordered.**

*All Swag purchases by centers and student groups should visit the CalBears Link for the process of purchasing UC Berkeley associated merchandise with licensed vendors, <https://calbears.com/sports/2017/8/30/licensing.aspx>*

**Description of Item and Amount:**

Date	Description of Item	# of Units	Amount
			\$
			\$
			\$

**Total Amount:** \$ \_\_\_\_\_

-----**Student Group Financial Officer**-----

**Fund To Be used:**  SABL  ALUMNI

Student Group Financial Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Students only)

-----**Fund Approval**-----

**Chartstring:**

BU	Account	Fund	Dept.	Program	CF1	CF2
1	5XXXX					

\_\_\_\_\_  
COA Approver or SABL Treasurer Date

**Exceptional Approval:**

\_\_\_\_\_  
Shivani Bhatia, Assistant Dean of Finance Date  
Berkeley Law

\_\_\_\_\_  
Erwin Chemerinsky, Dean Date  
Berkeley Law

**Gift/Swag Recipient List**

Description of Item: \_\_\_\_\_

First & Last Name	Title	Occupation / Affiliation
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		