BerkeleyLaw
UNIVERSITY OF CALIFORNIA

Check Request Form Instructions

The Check Request Form is designed to be completed on the computer and then printed for signature by the chartstring approver. You may also complete it by hand, if your writing is legible.

When should you complete this form?

Use this form to request individual reimbursements or to authorize payments to vendors for purchases that are not related to entertainment (use the Entertainment Certification Form) or travel (use the Travel Report Form). Unless you have a written delegation of purchasing authority, Berkeley Law Business Services should make your general purchases directly with vendors. Remember that all spending must be approved in advance by the individual who is responsible for the funds that will be used to pay for your purchase.

Make checks payable to

Provide the name of the vendor or the individual who will receive the payment. Include a student or employee ID if you know this information. Use the IRS Form W-9 to request tax identification information from the payee; this form will be used to create a profile in the campus financial system - the BFS vendor ID - and then shredded. You may leave all of the ID boxes blank if you do not know any of this information.

Payment explanation

Describe the reason for the payment. If this payment is a reimbursement to an individual, start the explanation with “Reimbursement for the purchase of…” or “Reimbursement for the payment of…” You may include several non-entertainment, non-travel reimbursements to one individual on the same form. The Check Request Form should always be accompanied by appropriate supporting documentation - store receipts, online order confirmations with payment information, invoices, membership renewal forms, service agreements, letters of invitation or lecture publicity for guest speakers who will receive honoraria or stipends, etc.

Form preparation

Provide the name of the Berkeley Law clinic, center, department or student journal requesting the payment. Provide the name and contact information for the individual who prepared the form and can answer questions about the request.

Chartstring(s)

Provide the chartstring(s) for this purchase. You may write “Faculty Budget,” in lieu of a chartstring, if this is appropriate for the request. If you are using many chartstrings, simply add additional rows to the template. Include the dollar amount to be charged to each chartstring; if left blank, the cost will be distributed evenly across all listed chartstrings. Your chartstring should be arranged like one of the following examples. Contact Elisabeth Remick (eremick@law.berkeley.edu) if you need chartstring help.

1-account-20225-11869-43
1-account-20225-11869-43-blank-CL251
1-account-20225-11869-43-CLFACB-CLDE1

Chartstring approval

Print the name of the Berkeley Law individual who has budget responsibility for the chartstring(s) listed on the form. Your order cannot be processed without a valid approval signature on the completed form - the approver is any individual who has a Signature Authorization Form on file in the Disbursements Office for the chartstring(s) listed on the form. Contact Elisabeth Remick (eremick@law.berkeley.edu) for assistance with signature authorizations.

Tax code

Leave this box blank for use by the Disbursements Office.

Updated 7/1/09