

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

Student Organization Entertainment Request Form

INSTRUCTIONS:

- 1. This form is for Entertainment reimbursement requests that include food/beverage purchased for student events as well entertainment supplies such as cutlery, decor, programs etc.
- 2. Complete the **Student Information** section.
- 3. Include an **itemized receipt** that displays payment method with the last four digits of the card used. Receipts should be submitted no more than 10 days from purchase date.
- 4. Include a guest list of those in attendance at the event or an event flyer that indicates the event was open to all students.
- 5. More information can be found at the link: https://www.law.berkeley.edu/business-services/paying-students/student-group-reimbursements/student-entertainment-reimbursement/

Student Information Required for All Entertainment Reimbursements								
From whom are you requesting funds Check one:		uesting funds	 Student Association at Berkeley Law (SABL) Alumni Student Group Funds 					
Name of Student Group or Journal:								
Payee I	nformation							
Name:					Student ID Number:			
Email:					Phone			
					Number:			
ENTERTAINMENT — Complete this section if you are requesting funds for catering, restaurant food, and/or groceries. *This type of reimbursement requires you attach: an itemized receipt, a guest list from the purchaser detailing the purchases. *Alcohol is not a reimbursable expense.								
Event na								
Event Da	Event Date:							
<u>Please pro</u>	s purpose: ovide statement event benefits Law							
Event lo	cation:	☐ Campus		☐ City of E	Berkeley	☐ Other	:	
Guest Lis	Guest List: □ Open to all Students or # Attendants. Please attach Guest List & their Affiliations							
Meal type, Check one: Breakfast			☐ Lunch		☐ Dinner	☐ Li	ght refreshments	
Total Cost of Food Purchased: \$								
Enter Other expenses for the Event e.g. cutlery, napkins, cups, programs, etc. and enter amount \$ separate food cost from party /event supplies.							Total Amount Requested (Food + supplies)	\$



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		tion Statement (r						
			nt, that the expenses nal receipts for each e					on the dates
Signature:	shown, and that I have attached original receipts for each expense of as required by University policy. Signature:							
Student Gr	oup oi	Journal Officer S	Signature of Approv	/al				
Name:	-			E	mail	1		
Signature:				_	Office itle :			
				'	itie .			
APPROVAL	Offi	co Uco Only						
APPROVAL	– 0)))i	•	at Berkley Law (SABL)	<u> </u>		☐ Alumni Stu	dent Group Funds	
Name:		<u> </u>	at berniey Law (or ib)	/			aciic Group i anas	
Approval Sig	nature	:						
Amount App	roved	•	\$					
Amount App	noveu	•	Ψ					
CHARTSTRING – Office Use Only (Please enter distribution amount if more than one chartstring is to be applied to reimbursement)								
Account		Fund	Department	Program Coo	de	Chartfield 1	Chartfield 2	Amount \$
								\$
								\$
Exceptional Approval:								
LACEPLIONAL APPROVAL.								
Shivani B	Shivani Bhatia, Assistant Dean and CFO date Erwin Chemerinsky, Dean date date						ate	
	Berkeley Law Berkeley Law							

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Event:

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