

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. Please 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/

T&E Reimbursements				
☐ Student Association	,			
	Student ID Number:			
	Phone Number:			
ent requires an itemized receipt from the	oying, or other non-travel, non-entertainment purchases. e purchaser detailing the purchase and last 4 digits of credit card. affiliations e.g. student, faculty, staff, donor.			
Total Cost of Purchase:	Requested Reimbursement Amount :			
Yes No	*If you selected yes, please attach the list of recipients			
	Student Association Alumni Student Gro Or T-shirts, supplies, printing/photocopent requires an itemized receipt from the please attach a gift recipient list with a Total Cost of Purchase:			



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Payee's Certificat	cion Statement (re	equired):				
		nt, that the expenses al receipts for each e				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 Student Group Funds					
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)
Account	Fund	Department	Program Code	Chartfield 1	Chartfield 2	Amount \$
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						\$
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5	J.					
Exceptional Approva	ii:					
Shivani Bhatia.	Assistant Dean and	CFO date	 Erwin Cl	emerinsky, Dean		date
Berkeley Law Berkeley Law						

Item:

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