

**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/>

Application Required for All Non T&E Reimbursements	
From whom are you requesting funds Check one:	<input type="checkbox"/> Student Association at Berkeley Law (SABL) <input type="checkbox"/> Alumni Student Group Funds
Name of Student Group or Journal	

Payee Information			
Name:		Student ID Number:	
Email:		Phone Number:	

**GENERAL** – Complete this section for T-shirts, supplies, printing/photocopying, or other non-travel, non-entertainment purchases.  
 \*This type of reimbursement requires an itemized receipt from the purchaser detailing the purchase and last 4 digits of credit card.  
 For Gifts purchased, please attach a gift recipient list with affiliations e.g. student, faculty, staff, donor.

What was purchased ex. Pencils, 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 selected 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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**Gift Recipient List**

Item: \_\_\_\_\_

First & Last Name	Title	Occupation / Affiliation
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