

FINANCIAL CLUSTER (ME/NE/IEOR) MISC. (SUPPLIES) REIMB. REQUEST

Please submit reimbursement request electronically via ERSO's intranet system at www.erso.berkeley.edu or via BearBuy's Payment Request Form. Please contact financialcluster@me.berkeley.edu for submission instructions.

This form is for the reimbursement of **miscellaneous supplies and expenses (materials) only**. Please use the Travel or Entertainment (Meal) forms (<http://me.berkeley.edu/services/financial-services>) for reimbursement of transportation and food related expenses.

A *bona fide* campus business purpose must be provided. Original, itemized receipts required for ALL expenses. Please include receipts showing method of payment. Name on receipts must match requester's name. Kindly redact **personal** information (home address, cell phone #, account numbers, etc)

Please select one: ME Dept Jacobs Institute/ME NE Dept IEOB Dept CET/IEOB

Lab Supplies Office Supplies Computer Supplies Equipment Software Services Furniture Other

Detailed Business Purpose (Required)

Vendor Name	Purchase Date	Description/Reason for Purchase - For book orders, please provide title(s) -	Total Cost

Total Amount To Reimburse:

I hereby certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original, itemized receipts as required by Departmental and University policy.

Requester Name (Print): _____ EID or SID #: _____
Last, First, Middle

Requester Signature: _____ Date (mm/dd/yy): _____

E-Mail Address: _____ Work Phone: _____

Department Approval (Required)

Approver Name (Print): _____ Approval Signature & Date: _____

Additional Approval (IF applicable)

Approver Name & Title: _____ Approval Signature & Date: _____

Account	Fund	Org ID	Program	Project	Flexfield	Amount