



UCLA

Computer Science Department

Reimbursement Request

Name _____ UCLA ID # _____

e-mail _____ Employed by UCLA yes / no

If not employed by UCLA or employed by UCLA but no direct deposit, please add following:

Tax ID or Social Security number _____

Mailing Address _____

City _____ State _____ Zip Code _____ Country _____

JUSTIFICATION FOR PURCHASE

PROFESSOR'S APPROVAL

Professor name (print) _____ Prof. Approval Signature _____

- ▶ ATTACH ORIGINAL ITEMIZED RECEIPTS FOR ALL ITEMS.
- ▶ ALL RECEIPTS MUST HAVE UCLA as "Ship To" address (if item was shipped) AND clear justification detailing why the item is needed, purpose of use, how item relates to class/research work, and location of use.
- ▶ Be sure to have copies of receipts for your records before submitting originals for reimbursement.

OFFICE USE ONLY						
LOC	ACCOUNT	CC	FUND	PROJECT	SUB	OBJECT
4						
4						
4						

QTY	VENDOR or CATALOG #	DESCRIPTION	UNIT COST	SUB-TOTAL
			TOTAL	

Greater enforcement of policies is a result of recent audit of UCLA by Internal Revenue Service. For more information regarding reimbursements go to www.ucop.edu/ucophome/policies/bfb/bus79.pdf

“Bruin Buy Check Mark list”

To expedite the process of the reimbursement, please answer the following questions in detail before submitting the form:

- Where is the item going to be used (lab) name or (room #):_____
- The Project name is: _____
- Who will be using the item: (student, professor etc.):_____
- Only **itemized** receipts are acceptable. (List of items Purchased)
- All receipts should show **proof of payment** (your name and credit card or bank card digits should appear on the receipt, otherwise please provide a bank or credit card statement.