



**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
<b>TOTAL</b>				

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](http://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.