

UC Hastings College of the Law
Office of Fiscal Services - Accounts Payable
Check Request

Date: _____

Prepared by: _____

Section A - Payee Information

Payee name:			
Address 1		Address 2	
City, State, Zip		TIN	

Section B - Cost Distribution

1. Accounts to be charged

Account No.	Amount	Description of Expense Incurred
Total Payment		

2. Receipts

Original, itemized receipts are required and must show the printed date, place of purchase, and the total amount of expenditure. When a credit card is used, some businesses provide a carbon copy of the transaction. Under the IRS Accountable Plan requirements, which UC Hastings complies with, **photocopies of receipts are not acceptable.**

Section C - Authorized Signer

Certification

I certify that the information is a complete and accurate statement of expenses incurred for official college business.

Signature of Approving Authority	Type or Print Name	Date
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Section D - Business Meals, Meetings, Events & Entertainment Expenses Substantiation Information (if applicable) All expenses must have a clear relationship to the business of the College. ** MUST COMPLETE SECTION D.2 **

1. Purpose of Expenditure - Select one of the following:

<input type="checkbox"/> Business Meal & Meeting (5670) <input type="checkbox"/> Events (5670) (Attach an invitation\agenda.) <input type="checkbox"/> Entertainment - Social activities with a business purpose (5670) <input type="checkbox"/> Recruitment Meal - must include name of candidate(s). (5404) <input type="checkbox"/> Other: _____	<p style="margin: 0;">Allowable meal rates per person:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Breakfast</td> <td style="text-align: right;">\$26.00</td> </tr> <tr> <td>Lunch</td> <td style="text-align: right;">\$38.00</td> </tr> <tr> <td>Dinner</td> <td style="text-align: right;">\$64.00</td> </tr> <tr> <td>Light refreshments</td> <td style="text-align: right;">\$17.00</td> </tr> </table>	Breakfast	\$26.00	Lunch	\$38.00	Dinner	\$64.00	Light refreshments	\$17.00
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2. Substantiation Documentation (Attach Additional Sheets As Necessary)

- A. Date of Event/Transaction and name of Official Host:

- B. Place (Venue and City and State) Event/Transaction Took Place:

- C. Names of person(s) fed or gift recipient(s) (attach list if necessary); if the event was open to the public, note "public event":

- D. Business relationship to Hastings College of the Law of the person(s) fed or gift recipient(s):

- E. Description of the business purpose of the event/transaction, if not listed in D.1 - Purpose of Expenditure:

Section E - Payment Distribution (Check will be mailed if otherwise instructed)

Special Handling Instructions:

	E-Check <input type="checkbox"/> (must sign up in advance)
	Pick-Up\ E-Mail address <input type="checkbox"/>