

**UC Hastings College of the Law – Office of Fiscal Services
REQUEST FOR DISBURSEMENT FROM UC HASTINGS STUDENT ORGANIZATION ACCOUNT***

This form is not the same as the [ASUCH allocated funds reimbursement check request form](#). Please contact the ASUCH treasurer.

STUDENT ORGANIZATION:
SEVEN DIGIT ACCOUNT NO.:

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE REVERSE SIDE

SECTION 1.0 TYPE OF DISBURSEMENT (Please check one)

TYPE OF DISBURSEMENT		REQUIRED SUPPORTING DOCUMENTS
Reimbursement	<input type="checkbox"/>	original receipts
Advance	<input type="checkbox"/>	Attach a written request for student organization advance
Vendor Payment	<input type="checkbox"/>	vendor invoice
Inter-fund Transfer	<input type="checkbox"/>	account number funds are to be transferred to:

SECTION 2.0 PAYEE INFORMATION (Please Print)

1. Payee: _____ Hastings ID#: _____

2. Address: _____
Number Street Apt. # City State Zip

3. E-mail address: _____ 4. Telephone Number: _____

5. _____
 Payee's Signature (required for Advance request) Date

I hereby certify that I read and understood the Terms and Conditions stated on the INSTRUCCIONES- Request for Disbursement at the back of this form.

SECTION 3.0 PURPOSE AND COST CENTER (Please print; see reverse side for object code options).

Purpose and Cost Center Allocation of Expenditure(s)

<u>Purpose</u>	<u>4-digits object</u>	<u>Amount</u>
_____	- - - -	\$ _____
_____	- - - -	\$ _____

Total Expenses: \$ _____
 Less Advance (if any): \$ _____
 Net Reimbursement: \$ _____

SECTION 4.0 AUTHORIZATION FOR DISBURSEMENT

*Two authorized signers must sign the request for disbursement.
 The payee cannot authorize their own request for disbursement form.
 The Assistant Dean of Student Services can authorize the disbursement in the absence of one authorized signer.*

Approved by Authorized Signers:

Signature #1: _____	Date: _____
PRINT & SIGN	
Signature #1: _____	Date: _____
PRINT & SIGN	
_____	Date: _____
Assistant Dean of Student Services	

SECTION 5.0 DISPOSITION OF CHECK (Select one; if nothing is indicated the check will be mailed to the payee's address)

1. Mail check directly to payee: _____
2. Contact payee for check pick up via e-mail address: _____
3. Via an electronic ACH credit. My designated account information is on file with Fiscal Services: _____

INSTRUCTIONS – Request for Disbursement

Use this form to request disbursements only from your organization’s Hastings account. This form cannot be used to request disbursements from ASUCH activity fee funding. Please contact the ASUCH treasurer regarding ASUCH reimbursements. No disbursements will be made if the cash available balance of the organization will be exceeded. **INCOMPLETE FORMS WILL BE RETURNED TO THE PAYEE.** Questions regarding the disbursement should be directed to Maria Catig catigm@uchastings.edu or at (415) 565-4704.

- **Student Organization** – Please print the name of the Student Organization.
- **Seven Digit Account No** –seven-digit Hastings student organization account number.
- You may contact Fiscal Services fiscal@uchastings.edu or at (415) 565-4704 if you do not know the seven-digit account number.

Section 1.0 Type of Disbursement – Four types of disbursement can be requested by an organization, please select one per form.

1. Reimbursement – This is to reimburse an individual for personal funds they advanced to purchase goods and/or services for an activity or event on behalf of the organization. ORIGINAL RECEIPTS supporting the types of items purchased must be attached to the form.
2. Advance – The organization may request an advance of its funds to pay for items in advance of a function. By receiving an advance the payee should understand that a “payable” to UC Hastings College of the Law is being created. The payable can only be cleared in one of three ways: 1) by returning the amount advanced 2) by submitting original receipts to substantiate the advance or 3) by a combination of #1 and #2. The advance must be cleared within 30-days of receipt by attaching the original receipts to a copy of the advance Disbursement form and submitting the documents to Fiscal Services. If all or a portion of the advance is to be returned, submit a check payable to “UC Hastings College of the Law”, attach it to a copy of the Request for Disbursement form and submit it to Fiscal Services. *If the advance is not cleared within 30-days, a hold will be placed on the payee’s student records.*
3. Vendor Payment - Vendors can be paid directly when services have been rendered by completing the Request for Disbursement form, attaching it to the vendor’s invoice and submitting it to Fiscal Services for payment. In this case, the vendor is the payee.
4. Inter-fund Transfers – This option is for student organizations that may have other non-state Hastings’ account (e.g., scholarly journals). Funds can be transferred amongst certain accounts without a check having to be issued.

Section 2.0 – Payee Information

1. Payee – The payee will often be a student or a vendor. The payee cannot authorize his/her own Request for Disbursement form. If the payee is a student, indicate his/her seven-digit Hastings student id #.
2. Address – Indicate the payee’s address. This is the address the check will be mailed to in the event no disposition is indicated in Section 5.0.
3. E-mail address – The e-mail address is used to notify the payee the check is ready for pick up.
4. Telephone number – The telephone number is used only to contact the payee if there are questions about the form.
5. Payee’s signature – Required if the disbursement request is for an Advance.

Section 3.0 – Purpose and Cost Center

Purpose of Event and Cost Center Allocation of Expenditure: Indicate a brief description of the purpose of the event for which the expenditure was incurred. This information will be entered into the College’s financial system and provide the organization with a history of its expenditures.

Object Codes listed below are used by the college to classify expenditures. Please select the object code that best fit the description of expenditures. Indicate the object code and description on Section 3.0 of this form.

Object Code	Description			Object Code	Description
1344	Advance			5370	Supplies
5270	Travel			5408	Miscellaneous
5290	Printing			5670	Events
5811	Equipment where the costs exceed \$1,000 or more.				

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Section 5.0 – Disposition of Check

Indicate how the check should be disbursed. If left blank, the check will be mailed to the payee