

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:**

Business Meal & Meeting (5670)	<b>Allowable meal rates per person:</b> Breakfast            \$26.00 Lunch                    \$38.00 Dinner                    \$64.00 Light refreshments    \$17.00
Events (5670)	
(Attach an invitation\agenda.)	
Entertainment - Social activities with a business purpose (5670)	
Recruitment Meal - must include name of candidate(s). (5404)	
Other: _____	

**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 style="width: 100%;" type="checkbox"/> <a href="#">(must sign up in advance)</a>
	Pick-Up\ E-Mail address <input style="width: 100%;" type="text"/>