

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
<b>Total Payment</b>		

**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

**Section D - Business Meals, Events & Entertainment Expenses Substantiation Information (if applicable)**

**1. Purpose of Expenditure (Select one of the Following-mark with an "X")**

- Business Meal - Must include a brief description of the nature of the business discussed as related to the College.
- Departmental Meetings - Training programs, receptions, and seminars must have a clear relationship to the business of the College. (Attach an agenda and/or document inviting participants to attend.)
- Entertainment - Amusement or social activities and related items (not allowable for Employees).
- Recruitment Meal - must include name of candidate(s) (provide names in 2E, below).
- Student-oriented event or activity (provide description in 2E, below).
- Other (provide detailed description in 2E, below)

**2. Substantiation Documentation (Attach Additional Sheets As Necessary)**

- A. Date of Event/Transaction:  
\_\_\_\_\_
- 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: 100px;" type="checkbox"/> (must sign up in advance)
	Pick-Up\ E-Mail address <input style="width: 100px;" type="checkbox"/>