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

STUDENT ORGANIZATION:
SEVEN DIGIT ACCOUNT NO.:

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE REVERSE SIDE
(Incomplete Forms will be returned to the payee; see reverse side for more information.)

SECTION 1.0 TYPE OF DISBURSEMENT (Select one)

1. Reimbursement* ____ 3. Vendor Payment* _____

2. Advance ____ 4. Inter-fund Transfer* _____ (Indicate account number funds are to be transferred to: _____)

*Attach original receipts, invoices or other documentation to substantiate the disbursement.

SECTION 2.0 PAYEE INFORMATION (Please Print)

1. Payee: _____ Student ID#: _____

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

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

If this is an advance, in receiving it I recognize it is a payable to UC Hastings College of the Law and I agree to submit the original receipts/invoices to clear this advance within thirty (30) days of the date of the Advance. If the advance is not cleared within 30-days I understand a hold will be placed on my student records. Further, I understand that if I do not have the appropriate supporting documentation to clear this advance I will remit the amount of unsupported costs to the College within thirty (30) days of the date of this advance.

5. _____ _____
Payee's Signature (Required if Request is for an Advance) Date

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

1. Purpose of Expenditure: _____
_____ _____

2. Cost Center Allocation of Expenditure(s)

Description	4 Digit Object Code	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
	Total Expenses	$_____ $0.00 _____
	Less Advance (if any)	<$_____>
	Net Reimbursement	$_____ $0.00 _____

SECTION 4.0 AUTHORIZATION FOR DISBURSEMENT (Payee cannot authorize his/her own request)

_____ _____ _____
Authorized Signer's Signature Date

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: _____

SECTION 6.0 FOR FISCAL SERVICES USE ONLY

Check #: Date: Clearing Account #:

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. No disbursements will be made if the cash available balance of the organization will be exceeded. **INCOMPLETE FORMS WILL BE RETURNED TO THE PAYEE'S SIC FOLDER**. Questions regarding the disbursement should be directed to Mr. Rodney Anderson Anderson@uchastings.edu or at (415) 565-4748.

- Student Organization – Please print the name of the Student Organization.
- Seven Digit Account No – This is the seven-digit Hastings' account number that was e-mailed to the Officer who initially set up the account via the "Student Organization Account Request Form". You may contact Kumar Ravindran, at ravindra@uchastings.edu (415) 581-8939 if you do not know the seven-digit account number.

Section 1.0 Type of Disbursement - There are four types of disbursements a organization can request; 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

1. Purpose of Event – Indicate a brief description of the purpose of the event for which the expenditure has been incurred. This information will be entered into the College's financial system and provide the organization with a history of its expenditures.

2. Cost Center Allocation of Expenditure – Listed below are several object codes that the College uses to classify expenditures. Please select one or several to classify the types of expenditures associated with this Request for Disbursement. If an object code is not listed the Fiscal Office will assign one according to the type of expenditure.

Object Code	Description	Object Code	Description
1344	Advance	5270	Travel
5203	Telephone	5290	Printing
5220	Computer Software	5370	Supplies (office, etc)
5670	Events	5408	Miscellaneous
5811	Equipment where the costs exceed $1,000 or more.		

Section 4.0 Authorization for Disbursement

At least two of the organization's authorized signers must sign the request for disbursement. In the absence of the organization's authorized signers, the Director of Student Services may act in this capacity.

Section 5.0 – Disposition of Check

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