

UNIVERSITY OF CALIFORNIA

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SANTA BARBARA • SANTA CRUZ

VICE PRESIDENT—FINANCIAL MANAGEMENT

OFFICE OF THE PRESIDENT
1111 Franklin Street, 10th Floor
Oakland, California 94607-5200

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CONTROLLERS

Subject: Revision to Receipt Requirement for G-41 Expenses

Business and Finance Bulletin G-41, Employee Non-Cash Awards and Other Gifts, requires that receipts for expenses of \$75 or more must be submitted for reimbursement. Effective immediately, payment or reimbursement of all employee non-cash award and gift expenses, regardless of dollar amount, must be supported by original receipts or by acceptable electronic receipts.

The Bulletin will be revised to reflect this change. Please notify appropriate campus departments of this requirement. If you have any questions, please call Michael O'Neill at (510) 987-0905.

A handwritten signature in cursive script, appearing to read "Anne C. Broome".

Anne C. Broome
Vice President—Finance

cc: Members, President's Cabinet
Executive Vice President Lapp
Senior Vice President Vacca
Principal Officers of The Regents
Vice Chancellors—Administration
Disbursements Managers
Travel Managers
Manager O'Neill
Universitywide Policy Office