

• **USE SEPARATE FORM FOR EACH VENDOR/PAYEE**

Vendor / Payee: UC Employee Yes No

Dept. Code:

PO: (SHADED AREAS FOR BRC USE ONLY)

Check if portion will be recharged and attach BRC Recharge Form

Requestor: _____ EXT: _____ Originating Department _____ Date _____

Person(s) to be copied on the BruinBuy order: Name _____ UCOP Email _____ Phone _____
Name UCOP Email UCOP Email Phone Phone

Business Justification of this expense:

Account	Fund	Project	Sub	Object	Source	%
M-		-		<input style="width: 40px; height: 20px; background-color: #cccccc;" type="text"/>	-	
M-		-		<input style="width: 40px; height: 20px; background-color: #cccccc;" type="text"/>	-	

(Attach separate sheet if additional FAU is needed)

• **CHECK ONE CATEGORY ONLY.**

Request for Vendor Payment (e.g. FedEx, Arrowhead, Verizon, publications & subscriptions, etc.)

Description of Services:

Conference & Events - Vendor Payment Request Only (includes Business Entertainment)

Host Name (Printed): _____ Date _____ Host Signature: _____	<input type="checkbox"/> Alcohol Served <small>Purchase of alcohol may not be permissible under certain funds.</small>	Required Attachments <input type="checkbox"/> Attendee List <input type="checkbox"/> Agenda <input type="checkbox"/> Original Invoices <input type="checkbox"/> Recharge form when applicable
Description:		

Supply/Equipment Orders (Attach separate sheet if additional space is needed)

Complete Description of Items (color, size, etc.) <small>You may attach your department supply order form and reference 'see attached' below.</small>	Qty/UOM	Catalog #	Pg#	Price	Ship to Address: Unless otherwise noted below shipment will go directly to requestor.
1.					
2.					
3.					
4.					
5.					

Approving Authority Statement: I approve this commitment of department funds for the stated University purpose. I certify that it is an appropriate use for the fund source and that the transaction complies with University policy.

Approving Authority Signature: _____ Print Name: _____ Date _____

TOTAL \$ _____