



- Journal Entry
- Reimbursement via Check
- Reimbursement via Direct Deposit*

*If this is your first time using direct deposit, you will be required to fill out additional paperwork.

AS/TPB TEAM ONLY
Request for distribution of funds
Attach all ORIGINAL RECEIPTS and CONTRACTS

Requesting Party: _____	Phone: _____
AS/TPB Position: _____	Email: _____
Date: _____	

Payable to: _____	Amount: \$ _____
Tax ID/SSN/OR School ID #: _____	Email: _____
Address: _____ _____	Phone #: _____

Event Info (Mandatory for All Reimbursements)

Title of Event: _____ Date of Event: _____

Number of Attendees: _____

Items Purchased: _____

Justification of Purchase: _____

Hold at Accounts Payable (only to be used for performance contracts)
 Check Needed (No ASAP): _____

Project	AS/TPB position	Task Number	Event Name	Amount
Eg: ASST00025	Multicultural	01	March of Toreros	\$2,000

<p>Under \$100:</p> <p><input type="checkbox"/> Itemized receipt</p>	<p>Over \$100:</p> <p><input type="checkbox"/> Itemized receipt <input type="checkbox"/> Proof of Payment <input type="checkbox"/> Attendance sheet (if purchasing food)</p>	<p>For Professional Reimbursement also include:</p> <p><input type="checkbox"/> W-9 <input type="checkbox"/> Performance Contract (for services purchased) <input type="checkbox"/> IRS 587 Form (for services purchased out of state)</p>
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****Please return form to Madeline Kreig in SLP 308****

FOR QUESTIONS OR CONCERNS PLEASE CONTACT THE FINANCE CHAIR AT ASFINANCE@SANDIEGO.EDU