

*Requests are processed weekly. All supporting documentation is required at the time of submitting request for efficient processing. Any missing supporting documentation will delay processing.*

**TYPE OF REQUEST**

**[see reverse side for details regarding supporting documentation]**

- ☐ Petty Cash [less than \$50]    ☐ Personal Reimbursement\* [less than \$1000]    ☐ Honorarium/Stipend  
☐ Subscription/Membership    ☐ Classroom Materials: ☐ over \$1500 ☐ less than \$1500    ☐ Blanket Purchase Order

Requestor: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**VENDOR INFORMATION**

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City State & Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Fed Tax ID# \_\_\_\_\_

**\*STAFF/FACULTY INFORMATION**

**\*FOR PERSONAL REIMBURSEMENTS ONLY  
\*GENERIC INVOICE MUST BE ATTACHED**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State & Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
SJSU ID # \_\_\_\_\_

**ITEM(S) LIST** **[you may also attach a printout of shopping cart of requested item(s) from website]**

QUANTITY	ITEM#	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
<b>*GENERIC INVOICE MUST BE ATTACHED FOR ALL PERSONAL REIMBURSEMENTS</b>  Notes: _____ _____			SUB TOTAL	
			TAX	
			FREIGHT/SHIP	
			TOTAL	

**FUND INFORMATION**

**ACCOUNT#** \_\_\_\_\_ **FUND#** \_\_\_\_\_ **DEPT ID** 1025 **CLASS CODE** \_\_\_\_\_  
**For ACCOUNT # definitions, click hyperlink.**

Tower Foundation Account # \_\_\_\_\_

**AUTHORIZATION**

\_\_\_\_\_  
Fund Manager Signature Date ☐ Approved ☐ Denied  
  
Rajorshi Ghosh  
Department Chair Signature Date ☐ Approved ☐ Denied

**HOW TO FILL OUT FORM:**

**Petty Cash, Honorarium/Stipend, Subscription/Membership,  
Classroom Materials, and Blanket Purchase**

1. Complete **VENDOR INFORMATION**
2. Complete **ITEMS LIST**. Please list what you are requesting pay/subscribe to/purchase.
3. Complete **ACCOUNT, FUND, and CLASS** (see hyperlink and list) or **TOWER FOUNDATION** fund number if applicable.
4. Sign if **FUND MANAGER** (if applicable). See list below for listing of fund managers.
5. Return completed form & attachments to Admin Analyst

**Personal Reimbursement [less than \$1000 allowed]**

1. Complete **STAFF/FACULTY INFORMATION**
2. Complete **ITEMS LIST**. Please list what you purchased or list by each receipt
3. Complete **GENERIC INVOICE** (on back of request form)
4. Complete **ACCOUNT, FUND, and CLASS** (see hyperlink and list) or **TOWER FOUNDATION** fund number if applicable.
5. Sign if **FUND MANAGER** (if applicable). See list below for listing of fund managers.
6. Return completed form & attachments to Admin Analyst

**DETAILS & FUND INFORMATION**

<b>PETTY CASH</b>	<ul style="list-style-type: none"> <li>Purchases may not exceed \$50 per transaction exclusive of sales tax</li> <li>Must submit <b>ORIGINAL ITEMIZED</b> cash/credit receipt (<b>must be within 45 days of purchase</b>). If item description is unclear, please submit <a href="#">Generic Invoice</a> as well.</li> <li>Provide a description of the product(s) and the total dollar amount.</li> <li>Only for classroom materials reimbursements</li> </ul>
<b>PERSONAL REIMBURSEMENTS</b>	<ul style="list-style-type: none"> <li>Receipt or Other Proof of Payment (<i>Required</i>) – i.e. cancelled check, copy of credit card statement (<b>must be within 45 days of purchase</b>)</li> <li><b>GENERIC INVOICE must be attached for all personal reimbursements.</b> Provide a description of the product(s) and the total dollar amount.</li> <li>Reimbursement checks will be sent to the address listed in MYSJSU</li> </ul>
<b>SUBSCRIPTION/ MEMBERSHIP</b>	<ul style="list-style-type: none"> <li>For all memberships/subscriptions you must provide original invoice/registration documents at least 30 days in advance for processing - no exceptions</li> <li>Detailed description of why/what this membership /subscription is for and who it serves is required</li> </ul>
<b>STIPENDS/ HONORARIUMS</b>	<ul style="list-style-type: none"> <li>Must provide <a href="#">Vendor Data Record</a> with request, if not a SJSU student/employee</li> <li>International persons require additional forms, please see Analyst</li> </ul>
<b>BLANKET PURCHASE ORDER</b>	<ul style="list-style-type: none"> <li>Only for the need products and/or services from the same vendor multiple times during the fiscal year</li> <li>Must provide <a href="#">Vendor Data Record</a> with request if not already an SJSU approved vendor</li> </ul>
<b>MATERIALS PURCHASE MORE THAN \$1500</b>	<ul style="list-style-type: none"> <li>Must provide <a href="#">Vendor Data Record</a> with request if not already an SJSU approved vendor</li> <li>Must provide vendor quote</li> </ul>

Fund Name	OLD#	NEW CLASS #	Fund Manager
Foundry	N/A	4098	DAVIS
Photo	FEES	1141	EDWARDS/ MENDOZA
Printmaking	FEES	4091	ANTOKAL
Sculpture	FEES	4087	WRIGHT
Small Metals	FEES	4096	ESCALANTE
Student Gallery	FEES	4090	HERNANDEZ
Gallery Use Fee	62057	N/A	HERNANDEZ
Shop Safety Use Fee	62089	N/A	SHEPARD

Fund Name	OLD#	NEW CLASS #	Fund Manager
3D Design	FEES	4094	WRIGHT
Art Education	FEES	4093	TRIMINGHAM/ HUGHES
Art History	FEES	4095	GRINDSTAFF
Central Shops	FEES	1506	SHEPARD
Ceramics	FEES	4088	STRAUBING
Digital Media Art	FEES	4092	HOBBS
Glass	FEES	4099	STRAUBING/ STRAUBING
Interdisciplinary Art	N/A	4238	RAYNSFORD