

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
Notes: _____ _____			SUB TOTAL	
			TAX	
			FREIGHT/SHIP	
			TOTAL	

***GENERIC INVOICE MUST BE ATTACHED FOR ALL PERSONAL REIMBURSEMENTS**

FUND INFORMATION

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

Tower Foundation Account # _____

AUTHORIZATION

_____ Approved Denied
 Fund Manager Signature Date
 _____ Approved Denied
 Anthony Raynsford Department Chair Signature Date

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

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

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	BOWEN
Central Shops	FEES	1506	SHEPARD
Ceramics	FEES	4088	STRAUBING
Digital Media Art	FEES	4092	BLANTON
Glass	FEES	4099	STRAUBING/ STRAUBING
Interdisciplinary Art	N/A	4238	RAYNSFORD