Supply Reimbursement

Payment Request

1. Gather all *itemized receipts*, in electronic format.
2. Complete the Miscellaneous (Supply and Materials) Reimbursement Form. Find all reimbursement forms at [https://www.me.berkeley.edu/services/financial-services/](https://www.me.berkeley.edu/services/financial-services/)
   1. Requester must certify their expenses via signature on the form or electronic certification.
   2. Requester must get PI/group advisor's signature as their "Approver."
3. Submit your request in the ERSO Intranet.
4. Follow instructions on the following page.

- *Itemized Receipt*
  What constitutes a receipt? A receipt is a payment document showing date of purchase, name of vendor/store, amount paid, description of goods purchased, and evidence payment was made (e.g., zero balance or marked "Paid").
1. Go to erso.berkeley.edu. Click on the Intranet link on the top right side of the homepage. Or click on Systems and choose Intranet.

2. Once you are logged in, click on the Business Services tab. You may need to request access to the Intranet the first time you use it.
3. Submit a Payment Request by clicking on Submit Payment.

4. Fill out the form. Under PI/Center/Department choose Mechanical Engineering if the PI wants to use their department funds. Choose the PI's name if they want to use their research funds. Please attach the PO Request Form along with any links or quotes before you submit your request. Please contact financialcluster@me.berkeley.edu if you have any questions.