

UNIVERSITY OF CALIFORNIA, SANTA BARBARA
ACCOUNTING SERVICES & CONTROLS

Payment Request—Misc. (Non-Payroll)

Form U5-8(01/2001)

MAKE PAYABLE TO: Last Name, First, MI. Mailing Address		SPECIAL HANDLING <input type="checkbox"/> PU: Call extension		AMOUNT \$201.57				
Schmoe, Joe ECE Dept. MC: 9560		<input type="checkbox"/> CASH ADVANCE <input type="checkbox"/> FX WIRE/DRAFT		LESS				
				NET \$201.57				
CARD HOLDER name if CC bank payment				PO Ref No				
DEPARTMENT NAME Electrical & Computer Engineering		DATE REQUESTED 1/22/2008		DEPT Ref No				
NAME OF BUDGET TO BE CHARGED Joe's Account		PREPARED BY Lisa Dahlen		EXT. 3716				
				ACCOUNTING USE ONLY				
Loc	Account	Fund	S	Obj Code	Cost Centr	Cost Type	Project	AMOUNT
8	XXXXXX	XXXXX	3	8000			DPJS05	\$201.57
MANDATORY DISCLOSURE FOR ALL REPORTABLE PAYMENTS*								<input type="checkbox"/> or, attach <u>Multiple Distribution Coding Block</u>
Yes No Answer ALL lines. If "Yes" to any question, see "Form-5" Payment Request Instructions**								
<input type="radio"/> <input type="radio"/> UC EMPLOYEE? If "Yes", provide justification for non-payroll treatment. <input type="radio"/> <input checked="" type="radio"/> UCSB Student? If "Yes", <input type="radio"/> undergraduate? <input type="radio"/> graduate? <input type="radio"/> non-degree candidate? <input type="radio"/> <input checked="" type="radio"/> Independent Service Provider/Consultant? If "Yes", <input type="radio"/> individual/partnership? <input type="radio"/> incorporated entity? <input type="radio"/> <input checked="" type="radio"/> California Nonresident? If "Yes", is work performed in California? <input type="radio"/> Yes, <input type="radio"/> No <input type="radio"/> <input checked="" type="radio"/> Nonresident Aliens? If "Yes", is worked performed in US? <input type="radio"/> Yes, <input type="radio"/> No								
Taxpayer ID Number		UC EMPLOYEE ID # XXXXXXXXXX		ITIN		(Nonresident alien not eligible for SSN must provide an ITIN to receive benefit of any applicable tax treaty)		
Provide home address if different from mailing address:								
*Not needed for reimbursable business expense (non-service, non-taxable general expense) and payments to certain vendor types—see instructions. **Additional tax forms and tax withholding may be required. Click here for Federal Privacy Act and California State Information Act notices.								
PAYMENT TYPE: <input checked="" type="checkbox"/> reimbursement, <input type="checkbox"/> honorarium, <input type="checkbox"/> student award/grant/support, <input type="checkbox"/> non-student support, <input type="checkbox"/> independent personal service/consulting, <input type="checkbox"/> rent, royalty, <input type="checkbox"/> settlement, <input type="checkbox"/> advance/other, described below								
IN PAYMENT OF: substantiate (receipt, announcement, correspondence) and explain purpose/reason: <u>Attached receipt: reimbursement for the cost of computer upgrades (video card, card reader, hard drive, DVD burner) for office computer used for teaching and research bought from newegg.com</u>								
APPROVED BY				ADDITIONAL APPROVAL BY				
Authorized signer _____ Title _____ Date _____				Authorized signer _____ Title _____ Date _____				

COPIES (ACCOUNTING WILL RETURN NON-CONFORMING REQUESTS):

- PAYMENT REQUEST: first 3 copies to Accounting, only "ORIGINAL: TO ACCOUNTING OFFICE" needs to be signed.
- ENCLOSURE TO BE SENT WITH PAYMENT: 2 copies to Accounting: one for the payee and one for the files.
- OTHER SUBSTANTIATING SUPPORT: 1 copy to Accounting for the files.

ORIGINAL: TO ACCOUNTING OFFICE

RETENTION: ACCOUNTING: 5 YEARS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS. OTHER COPIES: 0-5 YEARS



Plz. reimburse on supplies from buy acct (Parts for desktop upgrade).

ORDER CONFIRMATION

Thank you for ordering from Newegg.com. Please print this page for your records.

A confirmation e-mail will be sent to forrest@ece.ucsb.edu once your order has processed. You will receive another e-mail with tracking information once your order has shipped. Orders are usually processed within 1-2 business days. In the unlikely event that we anticipate a delay in your order, you will be notified via e-mail.

H

Your order is at step 1 of 5: being verified and processed at sales and accounting.

Submitted: 1/22/2008 5:33:50 PM

Ship To

Joe Schmoe
Address

Bill To

Joe Schmoe
Address

Visa:*****5156
Exp:10/2009

Order Summary

Qty	Product Description	Price
Order #: 74580971		
1	GIGABYTE GV-N76G256D-RH GeForce 7600GS 256MB 128-bit GDDR2 AGP 8X Video Card Item #: N82E16814125039 <i>Limited 30-Day Return Policy</i>	\$89.99
1	Rosewill RCR-103 USB 2.0 Card Reader Item #: N82E16820223076 <i>Standard Return Policy</i>	\$16.40 \$11.49
1	Western Digital Caviar SE WD1600AAJS 160GB 7200 RPM SATA 3.0Gb/s Hard Drive Item #: N82E16822136075 <i>Limited 30-Day Return Policy</i>	\$49.99
1	SAMSUNG 20X DVD+R DVD Burner Black IDE Model SH-S202J Item #: N82E16827151161 <i>Standard Return Policy</i>	\$24.99
		Subtotal \$176.46
		Tax \$12.79
		UPS 3 Days \$12.32
		Order Total \$201.57

Return Policy Text

1. **Manufacturer Warranty**
 - a. **Summary**
 - i. Return for refund within: non-refundable

From: info@newegg.com
To: _____@ece.ucsb.edu
Subject: Your Newegg.com S.O.# 74580971 has been successfully charged
Date: Tue, 22 Jan 2008 17:54:36 -0800

Dear Joe Schmoe

Your Newegg.com sales order has been successfully charged to your credit/debit card and order verification is now complete.

Sales order number: 74580971

Customer number: 751493

Amount: \$201.57

Time of charge: 1/22/2008 5:54:36 PM

Customer name: Joe Schmoe
Customer email: _____@ece.ucsb.edu

We just thought you'd like to know,

Newegg.com Customer Care
<http://www.newegg.com>
Once you know, you Newegg.

Sent from NewEgg's Automated Email Information System. Please do not reply.

HELPFUL LINKS:

Print Help And FAQ 's: <http://www.newegg.com/CustomerService/FAQHome.asp>

Our Contact Information: <http://www.newegg.com/CustomerService/ContactUs.asp>

Update Account:

<https://secure.newegg.com/NewVersion/MyAccount/AccountModify.asp>

(please update your account address information before requesting any RMAs)

Supplies Reimbursement Info Sheet

Reimbursement to be paid to: Joe Schmoe

Indicate where reimbursement is to be sent: department mail or US mail (Direct Deposit)

ECE mailbox # or postal address: _____

Account to be charged: Joe's Account (Supplies)

Explanation of why goods were purchased: Parts for Desk top update.

(Please attach receipts to be reimbursed)