

## GRAC Reimbursements/Ordering 101

These are instructions for after your GRAC has been approved. All reimbursements must be submitted by June 30 for the year of your GRAC application.

### If you submitted a research GRAC -

You can either buy them first and be reimbursed or order the supplies through Bearbuy.

For reimbursement -


1. log in to Bearbuy (<https://bearbuy.is.berkeley.edu>)
2. select Payment Request form (at the bottom of the page)

**Frequently Used Forms**

Non-Catalog Form	Payment Request Form	Amount Only	Service Order Request	Subaward- Non UC Recipient	Subaward Recipient
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3. Fill it out like this - note the max price is \$300 or it won't be approved!\* Even if your receipts add up to more than \$300 please put the max amount as \$300. If your receipts add to less than \$300 you can put the actual amount.

**Payment Request** Available Actions:

<p><b>Instructions</b> ?</p>  <p><b>Items in Bold</b> are required to be completed in order to completely process a Payment Request.</p> <p>Shoppers and Cart Authorizers may submit incomplete forms for processing provided a supplier name (or Supplier Not Found) is selected.</p> <p>A Requisition Creator must complete all required fields before a request can be finalized.</p> <p>Payment Request Activities have different documentation requirements which must be attached to the Payment Request Form.</p> <p>Detailed information about</p>	<p><b>Supplier / Payee Info</b> ?</p> <p><b>Payee Information</b></p> <p>Enter Supplier <input type="text" value="Supplier Not Found"/>  <input type="text" value="Supplier Not Found"/></p> <div style="background-color: #ffffcc; padding: 5px;"> <ul style="list-style-type: none"> <li>• If the desired Supplier / Payee is unknown or is not found above, please select 'Supplier Not Found', and then provide suggested supplier information in the fields below.</li> <li>• If the payment is to a <b>Current</b> UCB Employee or Student, include the Employee ID or Student ID in the <b>UCB Employee or Student ID</b> field below.</li> <li>• Shoppers and Cart Authorizers do not have access to student names.</li> <li>• Please enter "Supplier Not found" if this is for a student payment.</li> </ul> </div> <p>Payee Not Found: Name <input type="text" value="Your Name"/>            UCB Employee or Student ID <input type="text" value="Your ID"/>            Suggested Contact Email/Phone <input type="text" value="Your Email/Phone"/></p> <p><b>Payment Request Items</b> ?</p> <p><b>Line Items: Enter one or more lines.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Item</th> <th style="width: 15%;">Unit Price</th> <th style="width: 15%;">Quantity</th> </tr> </thead> <tbody> <tr> <td>GRAC Research Item (short description) <small>216 characters remaining expand   clear</small></td> <td style="text-align: center;"><input type="text" value="\$300.00"/></td> <td style="text-align: center;"><input type="text" value="1"/></td> </tr> <tr> <th>Item</th> <th>Unit Price</th> <th>Quantity</th> </tr> </tbody> </table>	Item	Unit Price	Quantity	GRAC Research Item (short description) <small>216 characters remaining expand   clear</small>	<input type="text" value="\$300.00"/>	<input type="text" value="1"/>	Item	Unit Price	Quantity
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Item	Unit Price	Quantity								

4. Click GO at the top.
5. Change your cart name to "LastName, Firstname GRAC Research YYYY" ex: "Smith, John GRAC Research 2014"

6. Click on 'view cart details', 'requisition', 'summary'
7. Org Node should be IBIBI
8. Add an external attachment by clicking 'add attachment...'

[View/edit t](#)

?	External Notes and Attachments	
<input type="button" value="edit"/>	Note to all Suppliers	<i>no note</i>
	Attachments for all suppliers [Privacy Warning]	
	<a href="#">add attachment...</a>	
	PO Clauses	
		<i>no clause</i>

9. Click 'Assign Cart'
10. Search for an assignee
11. Assign to the GSAO (GSAO will fill in accounting codes for GRAC chartstring)

To order directly through Bearbuy follow the instructions above but put the supplier and items as you wish to order them.

\*If you need to split with another chartstring enter the accounting code and include a note when you assign the cart to explain the situation. On 2 chartstrings your items may take longer because they will require another set of approvals. Please indicate who should approve the other chartstring (ex: which faculty member, researcher, or RA).

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**If you submitted a conference GRAC –**

You will have to pay for travel first and be reimbursed.

1. Print and sign the forms here: <http://sharedservices.berkeley.edu/finance/forms-3/>
2. Attach all your receipts (you may also need a credit card statement to show proof of payment)
3. If you drove, print a map of your trip showing mileage
4. If you flew EVEN IF YOU ARE NOT ASKING FOR FLIGHT REIMBURSEMENT you need to include your flight itinerary
5. Submit this to the GSAO
6. It will be signed by the authorizer/manager
7. It will be signed by accounting
8. if you have EFT set up, you will receive the \$ in your bank account in about 2 weeks