1. From the BearBuy home page, click on "Payment Request Form" under "Frequently Used Forms."

2. Start typing your name into the Payee Information box. The system should prompt you with your full name to click on. If not, type your CalNet ID number instead. For employees, put an E at the beginning of the number. For students, start with ST.

3. Under "Item" you can just enter a brief description of what was bought, and then enter the entire amount you paid, including shipping & tax, under "Unit Price," and a quantity of 1.

4. From the "Activity Type" drop-down menu, select "Reimbursement (Non T&E)."
5. Attach your receipt with the "Add Attachments" button. (Note: if you are seeking reimbursement for a laptop, or any other type of electronic device, you must also complete the Electronic Device Agreement form, downloadable here.)

6. Click "Go" at the top for "Add and go to Cart," then "View Cart Details." Make sure the Org Node is set as PHYSI. Enter the chartstring under "Accounting Codes," and then "Assign" up at the top. Enter your PI's or manager's name and assign the cart to that person. (If you are a PI using your own funds, you can just click "Submit" instead of "Assign" at this stage.)