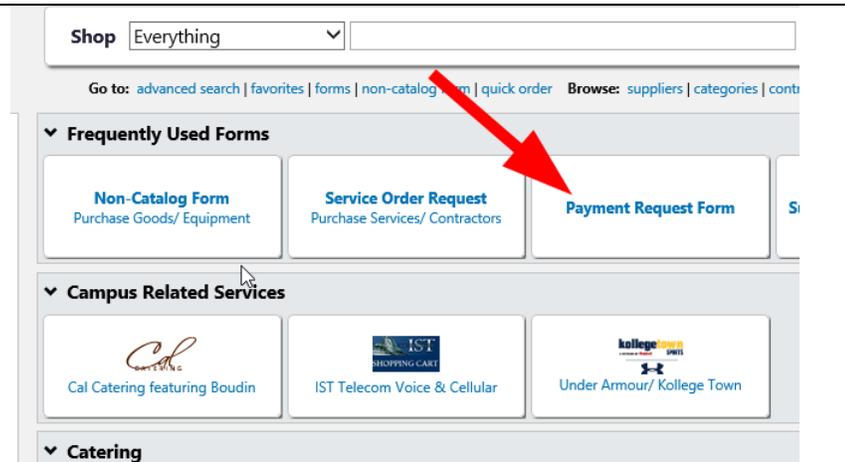
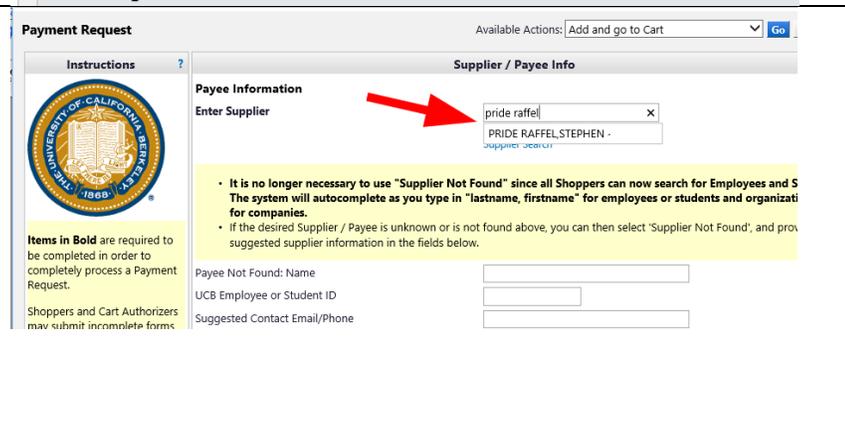


Physics Finance – Reimbursement Guide for Supplies

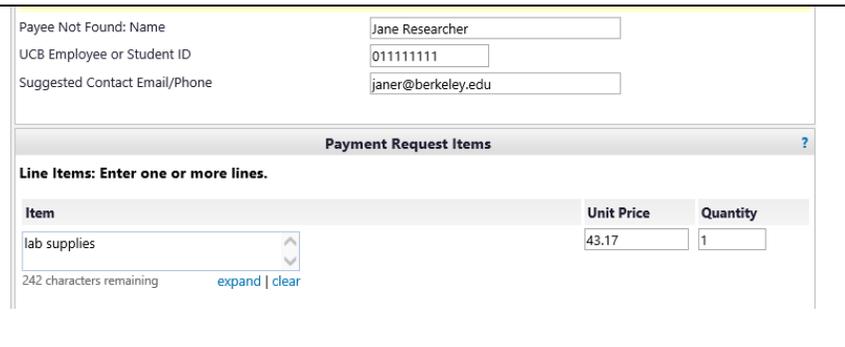
1. From the BearBuy home page, click on "Payment Request Form" under "Frequently Used Forms."



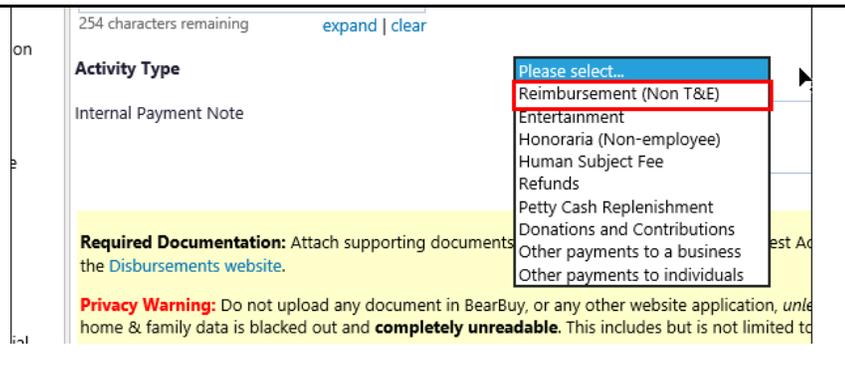
2. Start typing your name into the Payee Information box. The system should prompt you with your full name to click on. If not, type your CalNet ID number instead. For employees, put an E at the beginning of the number. Students, start with ST.



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)."



Physics Finance – Reimbursement Guide for Supplies, cont.

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.](#))**

Required Documentation: Attach supporting documents at the [Disbursements website](#).

Privacy Warning: Do not upload any document in BearBuy, as home & family data is blacked out and **completely unreadable** financial and medical account numbers. The best approach is [Privacy](#)

Internal Attachments [Privacy Warning]

Add Attachments



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.)

Available Actions: Add and go to Cart 



Supplier / Payee Info

Supplier Not Found [more info](#)

[Continue](#)

1 Item(s) for a total of 4

[View Cart Details](#)

or [Assign](#)

Org Node ?

Org Node

[edit](#)

PHYSI
Physics

Accounting Codes

Fund

Federal Funds

Department

no value

 Empty field 

no value

no value

 Empty field 

[Logout](#)

[Submit](#)

[Assign Cart](#)

[View cart](#) [Continue Shopping](#)