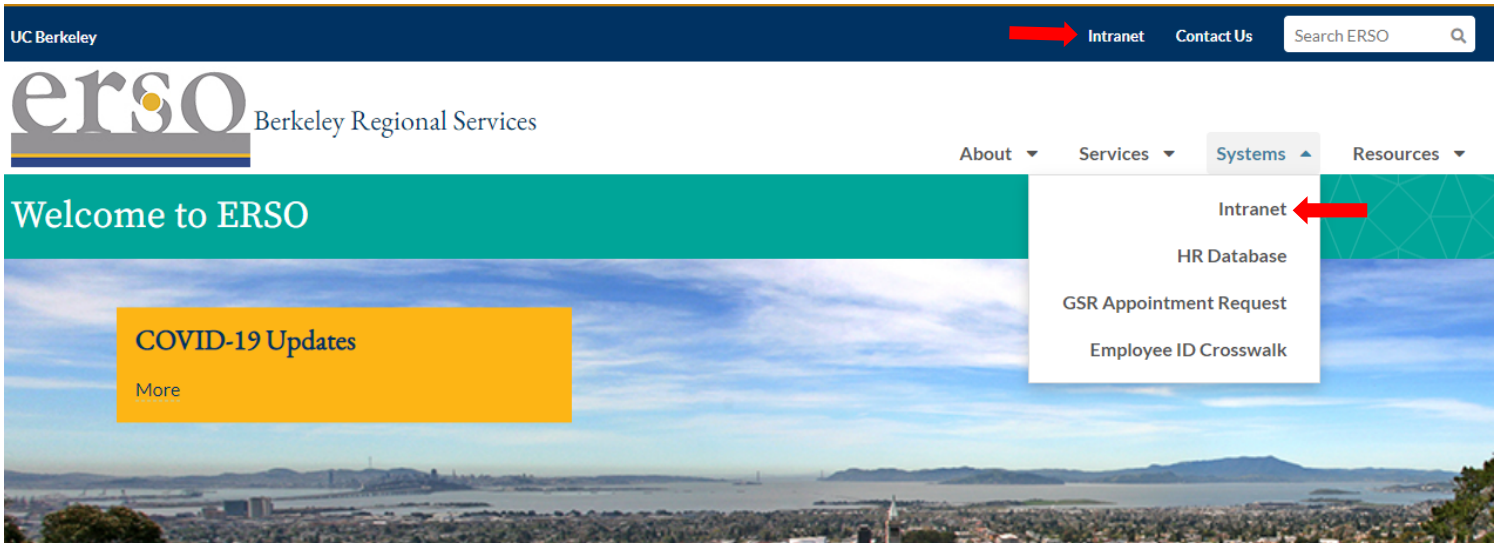
Supply Reimbursement

Payment Request

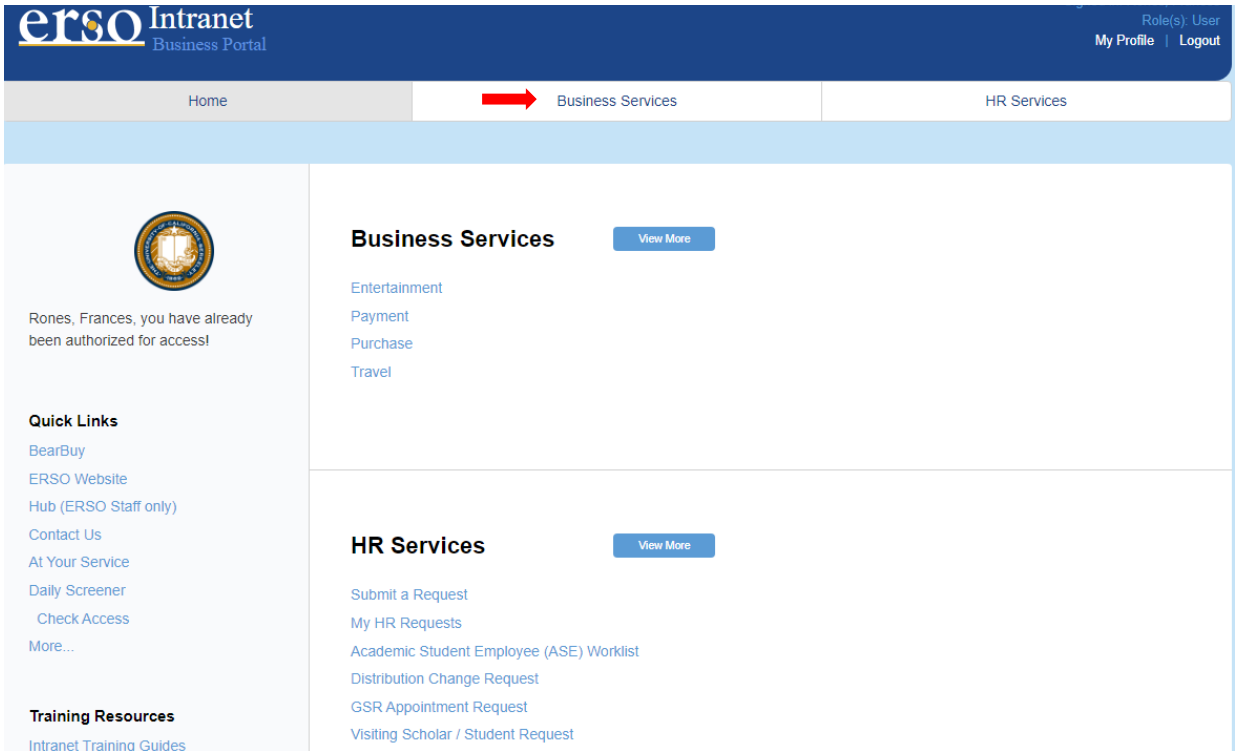
1. Gather all *itemized receipts* in electronic form.
2. Submit your request in the ERSO Intranet.
3. Follow Instructions on the following page.

- *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").

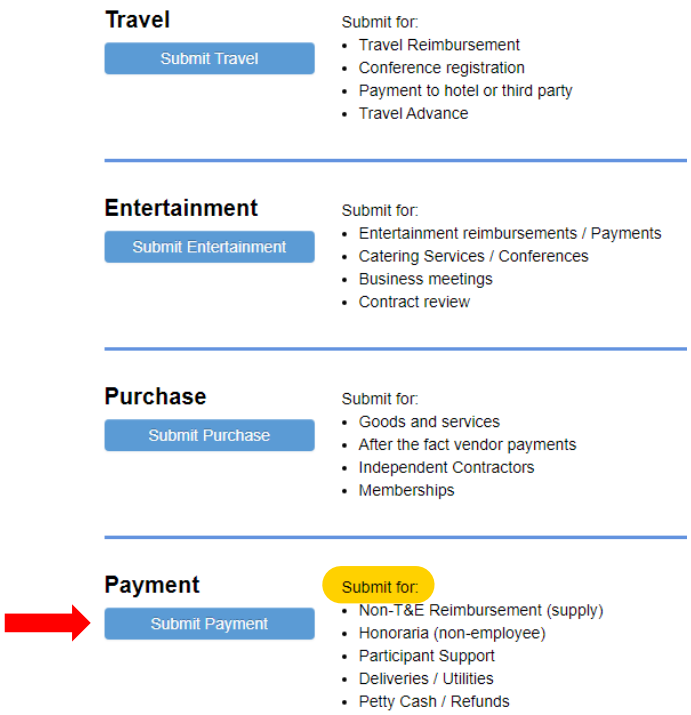
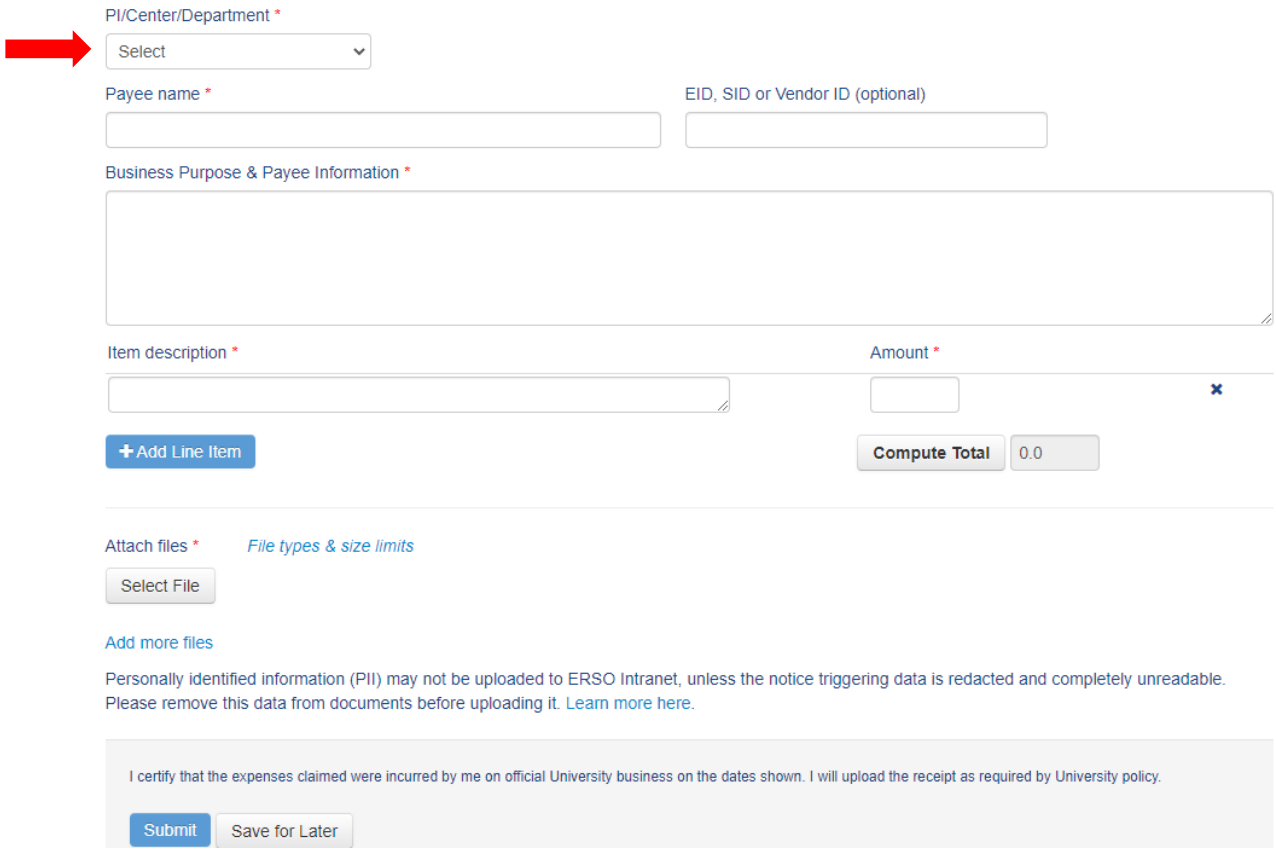
1. Go to erso.berkeley.edu. Click on the Intranet link on the top right side of the homepage. Or click on Systems and choose Intranet.



2. Once you are logged in, click on the Business Services tab.



3. Submit a Payment Request by clicking on Submit Payment.



4. Fill out the form. Under PI/Center/Department choose Nuclear Engineering if you want to use departmental funds. Choose your name if you want to use research funds. Attach your receipts before you submit your request. Contact financialcluster@me.berkeley.edu if you have any questions.