

Software or Services Reimbursement Request Form

For **software or services reimbursement requests of \$150.00 or more**, complete the information below. *Please allow sufficient time for Supply Chain Management and/or the Controller’s Office to review and provide guidance on your reimbursement request.*

- Date of Purchase:**
- Name of Employee requesting reimbursement:**
- UCB Department Contact Phone Number:**
- UCB Department Contact Email:**
- UCB Department Name:**
- Departmental Finance Contact Name:**

- Vendor/Supplier Name:**
- Vendor/Supplier Contact Name:**
- Vendor/Supplier Phone Number:**
- Vendor/Supplier Email:**

If requesting reimbursement for **software or services**, submit a “Simple” [statement of work](#) with this form.

If requesting reimbursement for **software**, consulting the Information Security Office (ISO) is required for some software when used for UC Berkeley business purposes. [See the Buying Software and Cloud Computing Guide for guidance](#). If an ISO consultation is [required](#), submit the [Vendor Security Risk Assessment](#) **or** the ISO Risk Assessment Intake Response email confirming a security assessment is not required along with this form. **Note:** A vendor security assessment is not required if the vendor/suppliers did not have access to P3 or P4 institutional information.

<p>REQUIRED: Provide a brief description of the business purpose for using the software or the service and a valid reason for why it was not procured through BearBUY or other approved university purchasing methods.</p>	
<p>Did the supplier/vendor have a contract, terms, and conditions, or an end-user license agreement for this purchase? Yes No – If yes, please submit these documents with this form.</p>	
<p>Do you have any quotes or prior communication with the supplier about this purchase? Yes No – If yes, please submit these documents with this form.</p>	

REQUIRED: By checking this box, the employee understands that services and/or software purchases for university business purposes should be purchased using approved university procurement methods and NOT with an employee’s personal funds.

This reimbursement request and future reimbursement requests for services and/or software may receive an additional review and, in some cases, may not receive approval.