

BERKELEY HILLEL CHECK REQUEST 2016 – 2017

We want to do everything possible to financially support the Jewish initiatives and programs at UC Berkeley. Please keep in mind that UC Berkeley Hillel is a non-profit organization and for every dollar spent, a dollar must be fundraised from a donor.

For this form to be approved, you **MUST** include:

- Completed Entire Check Request Form, with Staff signature
- Stapled Receipt
- Attached Completed Attendance Sheet (if applicable)

Date Submitted: _____

Make check payable to: _____

Checks can be picked up at the front desk from the Director of First Impressions. If you would like your check mailed, please note it on this sheet.

Mailing Address: _____
(Required even if you're picking up the check) _____

Would you like your check mailed to you? Yes please No, I'll pick it up

Email Address: _____

	Vendor	Amount	Description (What did you buy and what was it for?)
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	

TOTAL AMOUNT:	\$
----------------------	----

Please staple all receipts to the **BACK** of this form. Thank you.

Signature of Requestor
(Person who made the purchase)

FOR OFFICE USE ONLY

	Account Code	Class/Project Code
1.		
2.		
3.		
4.		
5.		
6.		

Project Code Key (Please write in code above):

10 – High Holidays	21 – Community Meal	32 – DOFI
11 – Passover	22 – BBQ	33 – Creative Arts
12 – Chanukah	23 – Reading Week	34 – Jewish Learning Fellowship
13 – Yom Ha’atzmaut	24 – Coffee Dates (staff)	35 – Senior Fellowship
14 – Yom Hashoah	25 – Birthright	36 – Dance Fellowship
15 – Misc. Holidays	26 – Misc. programming	37 – Israel Dialogue
16 – Shabbat	27 – Misc. Fellowships	38 – Challah 4 Hunger
17 – Israel Groups	28 – Freshmen Fellowship	39 – Community Service Projects
18 - Student Groups (non-Israel)	29 – Crafting Consent	40 - Graduate
19 – Welcome Week	30 – Backstage Israel	
20 – Freshmen Retreat	31 – Mishelanu	

Signature of Staff Supervisor
(REQUIRED to be approved)