

**Civil and Environmental Engineering
760 Davis Hall
Berkeley, CA 94720-1710
510-642-3262**

Check Request Information Sheet

Name:

Address:

City/State/zip

Student ID or SSI #

Account/Fund to be charged:

Total to be reimbursed:

Authorized signature

Original zero balance receipts are required for reimbursement. If you do not have a zero balance due receipt a copy of the front and back of the cancelled check or credit card statement is required

Receipts smaller than 8 1/2 x 11 should be taped to a sheet of paper, do not use staples.

All foreign visitors must complete a Certificate of Academic Activity form and provide photocopies of their visa, passport, and I-94 card.