



BURSAR'S OFFICE

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Associated Student Funds

The Bursar's Office is responsible for collecting monies related to student parking, faculty and Associated Student fundraising, donations, Health Services payments, and other miscellaneous student fees. We also disburse/mail checks related to student financial aid and refunds, Associated Student clubs, and departmental reimbursements.

Reimbursement Process

- Student/Staff spends money on a reimbursable item
- Student/Staff completes Payment Voucher (reimbursement request form)
- Student/staff sends the form, receipts and other necessary documents to the Student Life & Leadership Office to the Jr. Management Assistant (Gudu)
- The Jr. Management Assistant sends the documents for approval and initials to the : Advisor, Student Life and Leadership Administrator and AS Council/Club Treasurer
- The Documents/Forms are returned to the Jr. Management Assistant who sends them to the Bursar's office/Sr. Account Clerk for processing
- After verifying the information and if all the required documents are in place, the Sr. Account Clerk processes the reimbursement request(s), and submit for approval. If some documents are missing, the Sr. Account Clerk emails the Jr. Management Assistant, notifying of the missing documents/receipts/flyer or explanation
- The Senior Account Clerk picks up the checks from the Business Office every Tuesdays and Thursdays and hands them over to the cashier for mailing to the requestors
- Checks are mailed on the next working Business day.

Reimbursement Process

Accommodation and Departmental Trust Funds

The Bursar's Office is responsible for collecting monies related to student parking, faculty and Associated Student fundraising, donations, Health Services payments, and other miscellaneous student fees. We also disburse/mail checks related to student financial aid and refunds, Associated Student clubs, and departmental reimbursements.

- Staff/Faculty member spends money on reimbursable item
- Staff/Faculty member fills out a payment voucher form/reimbursement form and selects the appropriate payment box
- The payment voucher form is signed by the Fund Management
- The staff/faculty member attaches receipts and other required documents and sends them to the Bursar's office for reimbursement
- The Bursar's office reviews the forms and receipts
- If all the required documents are in place, the reimbursement request is processed and submitted for approval
- Once approved, checks are printed and picked up at the Business Office on Tuesdays and Thursdays and handed to the cashier at the Bursar's Office for mailing to the requestors
- The checks are mailed on the next working business day.

