



BURSAR'S OFFICE

50 FRIDA KAHLO WAY, MUB350 • SAN FRANCISCO, CA 94112 • (415) 239-3760 • FAX (415) 239-3931

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

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

