



Use Adobe Acrobat Reader to fill out this form.

Return this completed form to Conference Services, Mailstop 937-R600

Request for Issuance of Check (RFIC) Form (Payment with BZ Account)

1. Original receipts must be stapled to the back of this form.
2. Checks will be issued in US Dollars.
3. Electronic transfers (wires) can be sent in any currency.
4. **Addressed envelope for the payee listed below is required with this form**

Payee Information

Payee: _____ Date: _____

Business Address or Mailtop: _____

Mailing Address if Different from Above: _____

Employee ID: _____

Payment Explanation & Business Purpose (Staple original receipts to back of form)

Project ID	Resource Category (select one)	Invoice Date	Invoice No.	Amount (\$)	CA Sale Tax (\$)	Shipping Charges (\$)	Total (\$)
GRAND TOTAL:							

Preparer Information and Signatures

Prepared by: _____ Preparer's Phone No.: _____

I certify these expenses are allowable and incurred for the official business of Berkeley Lab in accordance with policy. The expenses claimed are not reimbursed by others.

Preparer's signature *(Not required for vendors)*

Date: _____

CFO Approver: _____

*Quote Permit No. SRCH 21-835970 for sales tax waiver.

I certify that these expenses are allowable and represent official Berkeley Lab business to be charged to the BZ Account listed.

Conference Services signature

Date: _____

Print name of Conference Services approver
(Approver must be authorized in the SAS.)