Creating a Purchase Request
1. Go to callink.berkeley.edu and log in with your CalNet ID

2. Click the “Organization” tab. Click “search,” and type in your organization by full name or acronym

3. Click on your organization name and go to your organization’s page
4. Click on the “Finance” tab. If you do not see this tab, then please contact the LEAD Center and ask to be an agent.
5. Click the “Create Purchase Request” button to create a reimbursement request.

*Clicking the “Accounts” tab allows you to see how much money that student group has.
6. Fill out all of the fields on this form. The crucial fields are the Subject, Requested Amount, Account, Category, Payee Information, Email Address and the Expenditure Action.

5. Expenditure Action (required)

If held for pick up, ALL student checks will be held in 102 Hearst Gym. Anthony Hall no longer holds student group checks.
7. After the reimbursement has been created, go back to the request and change it to STAGE 2

*To find your requests, go back to your list of Purchase Requests and sort by “Status” to find the unapproved requests
8. After you have moved the request to Stage 2, go back to the list of purchase requests, sort by Status, and click the printer icon on the request to print.

Attach your ORIGINAL receipts to your Callink sheet and turn these into the LEAD Center located in 102 Hearst Gym. Your reimbursement will take up to two weeks to process. If there is a problem with your reimbursement, the LEAD Center will contact you and your request will be moved to Stage 3.