

CalLink

Creating a Purchase Request


1. Go to callink.berkeley.edu and log in with your CalNet ID

The screenshot shows the 'Organizations Directory' page on the callink.berkeley.edu website. The navigation bar at the top includes 'Home', 'Organizations', 'Events', 'My Involvement', 'Administration', and 'Campus Links'. The left sidebar contains 'Browse Orgs' with a 'View' button, 'Directory', 'Search' (with a search input field containing 'ga op'), 'Categories', and 'Recommendations'. The main content area displays a list of organizations, with the first one being 'GA Operating (GA OP)'. A red arrow points from the 'Organizations' tab to the search input field, and another red arrow points from the search input field to the 'GA Operating (GA OP)' listing. A third red arrow points from the 'GA Operating (GA OP)' listing to the text of the third step.

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



 Edit Profile

Home

News

Profile

Events

Roster

Gallery

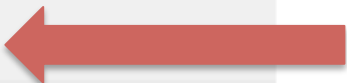
Documents

Forms

Service Hours

Finance

Manage




GA Operating GA OP

1 Member | 0 Upcoming Events | 0 Photo Galleries


[Join Organization](#)

[Read More...](#)

Discussion Wall

 [Post](#)

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.

 Create Purchase Request

i Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

Purchase Requests		Accounts
Subject :	Approved Amount :	Date Approved :
Deposit from Nancy Nam for Key - BO		Canceled
Xerox Meter Usage 8/26-9/22 - BO		Canceled


 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.

FY 10-11 CLOSED FUND- 32-398-8724- 5700 ASS GMER RD1	GMER RD 1	GA Astronomy Student Society	FUND-32-398-- XXXX-5100 GA GMER RD 1 SUMMARY	\$0.00	\$0.00
FY 10-11 CLOSED FUND- 32-398-8724- 5700 ASS GMER RD3	GMER RD3	GA Astronomy Student Society	FUND-32-398- XXXX-5100 GA GMER RD 3 SUMMARY	\$0.00	\$0.00
FY 10-11 CLOSED FUND- 32-503-8724- 5700 ASS GRANTS RD4	GRANTS RD4	GA Astronomy Student Society	FUND-32-503- XXXX-5700 GA GRANTS RD 4 SUMMARY	\$0.00	\$0.00

Create Purchase Request

Request Details

Subject (required)

Requested Amount (required)

Description

Account (required)

Categories (required)

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

Change Request Stage
















Request
Deposit from Nancy Nam for Key - BO

Current Stage
Stage 3










Stage (required)

- Stage 1
- Stage 2
- Stage 4
- Stage 5

[Cancel](#)

Subject	Approved Amount	Date Approved	Status
BO office candy/supplies			Unapproved   
OfficeMax Order Cancellation			Unapproved   
PO room rental for Oktoberfest			Unapproved   
Key Deposit Return			Unapproved   
XEROX			Canceled  
B&G senior portrait for Natalie			Canceled  
Xerox Copies			Canceled  
OfficeMax Aspen 30			Canceled  

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Approved Amount ↕	Date Approved ↕	Status ▾	Stage	
		Unapproved	Stage 5	  
		Unapproved	Stage 5	  
		Unapproved	Stage 2	  

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.