Enter information in the BearBuy form and attach supporting documents and submit

1. Shopper

2. Review forms and supporting documentation and approve
   - CSS

3. Approve as org node approver
   - CSS RA

4. Create voucher
   - Accounts Payable

5. Approve voucher
   - CSS

6. Process check for payment
   - Accounts Payable

- Payment Request Form Research Funds

- This process document is current effective 04/28/2014
- If you have questions about this document please contact ptimaps@lists.berkeley.edu