

PSYCHOLOGICAL & BRAIN SCIENCES
Restaurant Recharge Procedure

When ordering Woodstock's Pizza for a PBS event, it is essential that you follow the process below.

PLEASE ENSURE THERE ARE FUNDS AVAILABLE IN THE PROJECT YOU ARE CHARGING PRIOR TO PLACING YOUR ORDER. If you need assistance with this, please reach out to accounting@psych.ucsb.edu

Step 1:

When you call Woodstock's, use the number below to look up our house account

805-893-2858

Step 2:

When ordering, please give them your name and phone number (if there are delivery problems, they need to be able to reach you).

Step 3:

Please collect the receipt upon delivery (receipts are required, if we continue to have missing receipts, we take the chance that the house account will be closed)

Step 4:

Now it is time to submit the receipt to the department so the invoice can be paid **ON TIME**. Make sure you have the following information on hand:

- A. Account to be charged
- B. List of everyone that attended the event
- C. Copy of the receipt

Step 5:

Once you have all the items listed in step 4, please fill out this [google form](#) to complete the process.

Step 6:

Once PBS receives the invoice, please be on the lookout for an email from DocuSign. Your signature will be required, as a host of the event, on the payment processing paperwork that we submit to campus.

Any questions, please do not hesitate to reach out to accounting@psych.ucsb.edu

NOTE: *It saves staff a tremendous amount of time when you provide us with the REQUIRED information that is needed to process invoices so we greatly appreciate your willingness to follow the procedure stated above.*

When dining at the Faculty Club for a faculty recruitment event, PBS staff will make the reservation, and the meal will be charged to our departmental account. Your only responsibility is to ensure the receipt is given to the PBS Academic Personnel Manager.

For all other PBS events, seminars etc. please follow the process below to avoid paying out of pocket and waiting for reimbursement.

PLEASE ENSURE THERE ARE FUNDS AVAILABLE IN THE PROJECT YOU ARE CHARGING PRIOR TO DINING AT THE FACULTY CLUB. If you need assistance with this, please reach out to accounting@psych.ucsb.edu

Step 1:

Use one of the methods below to make the reservation at the Faculty Club:

- A. Online: [Faculty Club Reservation Form](#)
- B. By Phone: 805-893-7720
- C. By Email: dine@theclub.ucsb.edu

Step 2:

When making the reservation, please tell them you want to bill a Club Membership Account and provide them with the PBS Member ID: 2805

Step 3:

Please collect the receipt at the end of the meal (receipts are required, if we have missing receipts, we may have to close the direct bill account)

Step 4:

Now it is time to submit the receipt to the department so the invoice can be paid **ON TIME**. Make sure you have the following information on hand:

- A. Account to be charged
- B. List of everyone that attended the event
- C. Copy of the receipt

Step 5:

Once you have all the items listed in step 4, please fill out this [google form](#) to complete the process.

Once PBS receives the invoice from the Faculty Club, we should have all the information we need if you follow the steps above. Any questions, please do not hesitate to reach out to accounting@psych.ucsb.edu

NOTE: *It saves staff a tremendous amount of time when you provide us with the REQUIRED information that is needed to process invoices so we greatly appreciate your willingness to follow the procedure stated above.*