



Cashier's Office Petty Cash Reimbursement Form

ATTENTION-Enter a requisition in the system for a direct voucher payment (DVP) to receive reimbursements when:

- You have multiple receipts with a combined total exceeding \$100. **Do not complete this form.**
- You have multiple Petty Cash Reimbursement forms (with a combined total exceeding \$100) to submit at the same time to the Cashier's office. You must be reimbursed by a DVP. **Do not submit to the Cashier's office.**

For information on DVPs, visit Accounts Payable under the Accounting and Finance Department at www.mcc.edu.

Complete Form-To receive reimbursement through the Cashier's office for approved expenses of \$100 or less:

1. Verify the GL Account has funding to cover the amount of the reimbursement.
2. Complete a separate form for each GL Account used to reimburse the employee.
3. Signatures must be written in ink. Stamped signatures are not acceptable.
4. If you are a Cost Center Manager submitting a reimbursement for yourself, your supervisor must sign your Petty Cash Reimbursement Form.
5. Attach **original** receipts to the Petty Cash Reimbursement Form and submit to the Cashier's Office.
 - Receipts for meals paid based on exception reasons (to the per diem payment method) must have written on them:
 - i. the purpose of business for the meal.
 - ii. who was in attendance.
 - Please see the Travel Guide for more information on meals paid per diem and the exceptions to this payment method at https://www.mcc.edu/accounting/acc_procedures.shtml

Date: _____

Employee Name: _____ Department: _____

of Receipts: _____ Reimbursement Total \$ _____ Full GL Account #: _____

I hereby certify that the goods and/or services purchased were received by and necessary for use of Mott Community College.

Employee Signature: _____ Phone: _____

Cost Center Manager Signature: _____

Cost Center Manager Printed Name: _____

<p style="text-align: center;">FOR OFFICE USE ONLY</p> <p><input type="checkbox"/> Less than/equal \$100. <input type="checkbox"/> Account is funded. <input type="checkbox"/> CC manager/account match.</p> <p><input type="checkbox"/> All receipts signed. <input type="checkbox"/> Approver signed for cc manager requests.</p> <p>Initials: _____ Date: _____</p>	<p style="text-align: center;">Acknowledge Receipt of Funds:</p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Date: _____</p>
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