



Cashier's Office Petty Cash Reimbursement Form

To receive reimbursement for approved business expenses:

1. Verify the GL Account has funding to cover the amount of the reimbursement. Reimbursements of \$100 or less will be approved.
2. Complete the Petty Cash Reimbursement Form.
 - Do not complete this form if you have multiple reimbursements with a combined total exceeding \$100. You must create a requisition in the system for payment.
 - Complete a separate form for each GL Account used to reimburse the employee.
 - Signatures must be written in ink. Stamped signatures are not acceptable.
 - If you are a Cost Center Manager submitting a reimbursement for yourself, please have your supervisor sign your Petty Cash Reimbursement Form.
3. Attach **ORIGINAL** receipts to the Petty Cash Reimbursement Form and submit to the Cashier's Office for reimbursement.

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: _____

****BEFORE SUBMITTING TO THE CASHIER'S OFFICE,
VERIFY THE ACCOUNT HAS FUNDING TO COVER THE AMOUNT OF THE REIMBURSEMENT.****

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