

## **Cell Phone Reimbursement Form**

Request for General Receipt (AR0009UG)

Fiscal Year:	Date:				
Prepared by:					
Cost Center	Object Code	Vendor#	Amount		
	2025	20004996900			
		MSU Business Services			
Comments: Cell Phone # reimbursement					
Name of user:					
Dates of charges:					
<ul> <li>Procedure:</li> <li>1. Highlight personal calls on the monthly cell phone bill</li> <li>2. Complete "Cell Phone Reimbursement Form" indicating the cost center and amount to be reimbursed to the account</li> <li>3. Make check payable to MSU, Mankato</li> <li>4. Forward highlighted monthly cell phone bills, completed Cell Phone Reimbursement form and check to MSU cashiers (Wigley Administration Center). Cash payment should be made in person.</li> </ul>					
Original to Cashiers, Copy to Employee 11/2004					

A member of the Minnesota State Colleges and Universities System.

Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative formats to individuals with disabilities by calling Business Services at 507-389-5069 (V), 800-627-3529 or 711(MRS/TTY).



## **Cell Phone Reimbursement Form**

Request for General Receipt (AR0009UG)

Fiscal Year:	Date:			
Prepared by:				
	Object			
Cost Center	Code	Vendor#	Amount	
	2025	20004996900		
		MSU Business Services		
Comments: Cell Phone # reimbursement  Name of user:				
Dates of charges:				
Procedure:				
Highlight personal calls on the monthly cell phone bill				
2. Complete "Cell Phor		•		
3. Make check payable		imbursed to the account		
	*			
Forward highlighted monthly cell phone bills, completed     Cell Phone Reimbursement form and check				
to MSU cashiers (Wigley Administration Center).				

A member of the Minnesota State Colleges and Universities System.
Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.
This document is available in alternative formats to individuals with disabilities by calling
Business Services at 507-389-5069 (V), 800-627-3529 or 711(MRS/TTY).

11/2004

Cash payment should be made in person.

Original to Cashiers, Copy to Employee