



Cell Phone Reimbursement Form

Request for General Receipt (AR0009UG)

Fiscal Year: _____ Date: _____

Prepared by: _____

Cost Center	Object Code	Vendor #	Amount
	2025	20004996900	
		<i>MSU Business Services</i>	

Comments: Cell Phone # _____ reimbursement

Name of user: _____

Dates of charges: _____

Procedure:

1. Highlight personal calls on the monthly cell phone bill
2. Complete "Cell Phone Reimbursement Form" indicating the cost center and amount to be reimbursed to the account
3. Make check payable to MSU, Mankato
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.

Original to Cashiers, Copy to Employee 11/2004



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