Cell Phone Reimbursement Form
Request for General Receipt (AR0009UG)

Fiscal Year: ____________________ Date: ____________________
Prepared by: ____________________

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Object Code</th>
<th>Vendor #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2025</td>
<td>20004996900</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSU Business Services</td>
<td></td>
</tr>
</tbody>
</table>

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

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).