

July 2018



REIMBURSEMENT INSTRUCTIONS



REIMBURSEMENT FORM GUIDELINES- NSC FUNDED EVENTS

- Original receipts must be itemized and detailed showing payment information (i.e. MC xxxx-xxxx-xxxx-1234)
- Reimbursement form and original receipts must be turned into Jan Divoky in student affairs for signature approval no more than 30 days after event
- Form needs completed for reimbursements **OVER \$25.00**
- Reimbursement form is located on the NSC Presence Page in the “Documents” tab. The form is titled ***“Accounting-Student Reimbursement Form (PDF)”***



REIMBURSEMENT FORM GUIDELINES- STUDENT ORGANIZATION FUNDED EVENTS

- Original receipts must be itemized and detailed showing payment information (i.e. MC xxxx-xxxx-xxxx-1234)
- Reimbursement form and original receipts must be approved by Student Organization Treasurer, signed, and send to Accounting no more than 30 days after event
- Form needs completed for reimbursements **OVER \$25.00**
- Reimbursement form is located on the NSC Presence Page in the “Documents” tab. The form is titled ***“Accounting-Student Reimbursement Form (PDF)”***



PETTY CASH GUIDELINES- NSC FUNDED EVENTS

- Original receipts must be itemized and detailed showing payment information (i.e. MC xxxx-xxxx-xxxx-1234)
- Petty cash form and original receipts must be turned into Jan Divoky in student affairs for signature approval [no more than 30 days after event](#)
- Student is responsible for taking signed form to Accounting to be reimbursed in CASH
- Form needs completed for reimbursements **UNDER \$25.00**
- Reimbursement form is located on the NSC Presence Page in the “Documents” tab. The form is titled ***“Accounting-Petty Cash Form”***

Petty_Cash_Voucher.pdf - Adobe Acrobat Professional

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Northeast Ohio
MEDICAL UNIVERSITY

PETTY CASH VOUCHER
(For Reimbursements of \$25.00 or Less)

DATE: 5/18/2016

DESCRIPTION: napkins, plates, and cups purchased for
APhA pharmacy speaker event on 5/1/2016

INDEX: 50011 (Required)

ACCOUNT CODE: 742050 (Required)

PROGRAM CODE: N/A (If applicable)

AMOUNT: \$21.00 (Required)

Jan Divoky

AUTHORIZED SUPERVISOR SIGNATURE (Required)

(Please attach original receipts to this form and bring to the Cashier in the Accounting Office for reimbursement. Also, please remember to keep a copy of this request for your records.)

REIMBURSEMENT RECEIVED BY DATE

NSC index number
Account code
for "outside
vendors" is
742050



Jan Divoky in
student affairs signs
off on petty cash
reimbursements for
NSC funded events



PETTY CASH GUIDELINES- STUDENT ORGANIZATION FUNDED EVENTS


- Original receipts must be itemized and detailed showing payment information (i.e. MC xxxx-xxxx-xxxx-1234)
- Petty cash form and original receipts must be turned into Student Organization Treasurer for signature approval no more than 30 days after event
- Student is responsible for taking signed form to Accounting to be reimbursed in CASH
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 **Northeast Ohio**
MEDICAL UNIVERSITY

PETTY CASH VOUCHER
(For Reimbursements of \$25.00 or Less)

DATE: 5/18/2016

DESCRIPTION: napkins, plates, and cups purchased for
APhA pharmacy speaker event on 5/1/2016

INDEX: 55010 (Required)

ACCOUNT CODE: 742050 (Required)

PROGRAM CODE: N/A (If applicable)

AMOUNT: \$21.00 (Required)

AUTHORIZED SUPERVISOR SIGNATURE (Required)

(Please attach original receipts to this form and bring to the Cashier in the Accounting Office for reimbursement. Also, please remember to keep a copy of this request for your records.)

REIMBURSEMENT RECEIVED BY

DATE

Student organization index number



Account code for "outside vendors" is 742050



Student organization Treasurer's signature