

# MOTT COMMUNITY COLLEGE



## S&M \$1,000 TECHNOLOGY GRANT (MAY 1, 2009 – APRIL 30, 2010)

*(Please attach receipt(s) and return to the Human Resources Office.)*

Name \_\_\_\_\_ Datatel ID \_\_\_\_\_

Amount Requested \_\_\_\_\_

Item(s) Purchased \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I certify that the item(s) purchased is/are job related

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**The job related nature of purchases other than laptops, personal computers and related hardware and software such as PDA's, scanners and printers, must be verified and approved by the employee's supervisor.**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### TO BE COMPLETED BY HUMAN RESOURCES

Previous Balance \_\_\_\_\_ New Balance \_\_\_\_\_

Amount reimbursed this request \_\_\_\_\_ Date \_\_\_\_\_

Account Number \_\_\_\_\_ HR Signature \_\_\_\_\_