



**REIMBURSEMENT FOR INTERNET CONNECTION**

**I. Internet Reimbursement Authorization**

**EMPLOYEE:** \_\_\_\_\_  
Name MSU ID Number  
\_\_\_\_\_  
Department Title

**OFFICIAL BUSINESS NEED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended: \_\_\_\_\_  
Department Head Date  
Recommended: \_\_\_\_\_  
Department Head Date  
Approved: \_\_\_\_\_  
Vice President Date

**II. Internet Procurement Information**

**INTERNET PROVIDER:** \_\_\_\_\_  
**TERM OF CONTRACT:** \_\_\_\_\_  
Cost/Time Period  
**EQUIPMENT DEVICE(S)** \_\_\_\_\_  
Cost  
\_\_\_\_\_  
Cost

**MSU REQUISITION NUMBER:** \_\_\_\_\_

By their signature, the employee and department acknowledge that the internet services and any related device(s) will be used only for official university business with **no** personal use.

Acknowledged: \_\_\_\_\_  
Employee Date  
Acknowledged: \_\_\_\_\_  
Department Head Date