

Date Rec'd _____
Time Rec'd _____

MAT Professional Growth Book Reimbursement Request

Incomplete requests WILL NOT be considered, and will be returned to sender for completion.

Note: For best results, use the Tab key to move through the form fields. Shift + Tab moves the cursor back.

For funding consideration, please submit to the PG representative for your college; the **original** receipt for book(s) purchase and this form. If book(s) is not purchased at the time of the application, submit an estimate of the book cost, and documents supporting the estimate and its designation as a required text. A separate request for book reimbursement must be submitted for each class. No later than ten (10) working days after the start date of the class, the applicant must submit the **original** receipt or proof of purchase (if backordered) to encumber the actual cost of the textbook only. Book reimbursement **does not** include tax or shipping on book purchase. Book reimbursement **does not** include the purchase of software packages. If the **original** receipt is not submitted in the above time frame the encumbered funds will be released.

Name Work Phone Date

College Department Position Title

E-Mail: _____

Your MCCC Board-Approved Hire Date/Year: _____ #Hours per Week You Work: _____

Select Quarter or Semester you are attending: _____

Course Level: _____ University/College: _____

Course Prefix and Title/ **Credit Hours/** **Begin Date/** **End Date**

Is this book a requirement for completion of the course listed above? YES NO

Is this course a requirement for a degree program? YES NO

If yes, what degree will you receive when completing this program? _____

Reimbursement Requires EARR Form, Grade Report and a Copy of Award Notice

Reimbursement requires successful completion of course with a definitive passing grade (letter grade of "C" or better or passing as determined by institution of higher learning). Reimbursement will not be processed until an official grade report is submitted to the PG representative for your college after completion of the course, a completed EARR form (available on MAT web site) and a copy of the award notice.

Book Expense: \$ _____ Corresponding Class (prefix): _____

Total request: \$ _____

In signing this document, I authorize MCCC, the MAT Professional Growth Committee, or its representatives to obtain official educational records for authentication purposes including, but not limited to official grades/transcripts, prior to any educational reimbursements.

Applicant's Signature Print Name Date

The original (+ 1 copy) of the book reimbursement request form and all supporting documentation **must be received by 5:00 p.m. on the first Wednesday of the month by your Campus MAT Professional Growth Committee Representative.** The Committee meets once a month on Thursday, eight days after the Wednesday deadline. Reimbursement based on availability of funding.