



# Auxiliary Services

## Employee Card Registration for Reimbursement

### Section 1: Information

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Card #1:** Card Type: ☐ Visa ☐ Mastercard ☐ Other: \_\_\_\_\_

Last 4 Digits of Card: \_\_\_\_\_

**Card #2:** Card Type: ☐ Visa ☐ Mastercard ☐ Other: \_\_\_\_\_

Last 4 Digits of Card: \_\_\_\_\_

**Card #3:** Card Type: ☐ Visa ☐ Mastercard ☐ Other: \_\_\_\_\_

Last 4 Digits of Card: \_\_\_\_\_

Auxiliary Fund Most Commonly Used: \_\_\_\_\_

### Section 2: Employee Declaration

I certify that the above-referenced card(s) is/are in my name and under my control. I understand that this/these card(s) may be used for reimbursement of eligible expenses only and that misuse may result in denial of reimbursement or further disciplinary action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3: Verification (To be completed by Cashier's Office)

☐ Card physically verified

☐ Photo ID verified (if not known to verifier)

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Form stored on file in Cashier's Office Safe. Access is limited to authorized personnel only.

Created 06/04/2025

## **Credit/Debit Card Registration – Instructions**

To streamline **Auxiliary Services Requisition** reimbursements, employees may **voluntarily register** personal credit/debit cards with the **Lancaster Cashier's Office**. This avoids the need to submit proof of card ownership (e.g., bank statements or screenshots) for each reimbursement.

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### **Registration Steps**

1. **Complete this form electronically (Download the form and save it - complete the saved form)**
    - List up to **three (3)** cards (last 4 digits only).
    - **Do not** enter full card numbers, expiration dates, or security codes.
  2. **Sign and print the form**
    - Electronically sign and print the form.
    - Signing certifies the card(s) are in your name and in your possession.
  3. **Bring the signed form and card(s) to the Cashier's Office**
    - Visit the **Lancaster Cashier's Office** in person.
    - Staff will verify your name, and the last 4 digits match the form.
    - Your form will be securely stored in a locked safe for future use.
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### **When Requesting Reimbursement**


- Submit your **Auxiliary Services Requisition** with:
    - **Itemized receipt**
    - **Proof of payment**
  - If a **registered card** was used, no ownership documentation is needed.
  - The Cashier's Office will verify against the form on file.
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### **Benefits of Registering**

- ✓ Avoid submitting bank statements
  - ✓ Keep your financial info private
  - ✓ One-time registration = faster reimbursements
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### **Questions? Contact:**

 Lancaster Cashier's Office ext. 6335

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