



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

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|-------------|--------|---|-----------------|
| Manual:     | CP&P   | Child Protection and Permanency   | Effective Date: |
| Volume:     | X      | Forms   |                 |
| Chapter:    | A      | Forms   | 6-15-2009       |
| Subchapter: | 1      | Forms   |                 |
| Issuance:   | 16.106 | <b>CP&amp;P Form 16-106, Request for Reimbursement for Emergency Fuel Purchases</b> |                 |

Click here to view, print, or complete CP&P Form [16-106](#).

### WHEN TO USE IT

This form is used to request reimbursement for an emergency purchase relating to the use of a State vehicle. The most common emergency purchase is gasoline.

### HOW TO USE IT

- Complete each item on the form.
- The completed form is signed by the requestor and the Cost Center Manager.
- The form is then forwarded to the DCF Office of Facilities Management (Cost Center #933) along with the original receipt(s).
- After review and certification by Facilities Management's Vehicle Coordinator, the original form and receipt(s) are sent to the DCF Office of Accounting, Cost Center #973, for payment processing.
- Only an original form with original signatures and the original receipt(s) will be accepted.

### DISTRIBUTION

Original - DCF Office of Accounting  
 Copy - Employee  
 Copy - DCF Facilities Management