PACIFIC UNION COLLEGE

Faculty / Staff Purchases Reimbursement Benefit

Check one: Salary ☐ Retired ☐
Hourly ☐ Prep ☐
Elem ☐

_____
FACULTY / STAFF EMPLOYEE SIGNATURE

_____
PUC/HME ID NUMBER

INSTRUCTIONS:

Enclose all purchase receipts that you have paid by any means other than the PUC Faculty/Staff charge card. (Your reimbursement is automatically computed on your payroll check for PUC charges.) Staple together by departments and **itemize** receipt amounts in columns under each department. A credit reimbursement will be made on payroll as an employee benefit. All purchase receipts must be received **within 90 days** of the date on the receipt to be eligible. Dry cleaning services through ACE Hardware are not reimbursable. Your signature certifies that the below listed purchases and the enclosed receipts represent expenditures made directly for your immediate family.

College Market		ACE Hardware	Chevron

GRAND TOTAL_____

*Grand Total @_____% = _____

*** For Office Use Only ***