

PACIFIC UNION COLLEGE
 Faculty / Staff Purchase Reimbursement Benefit
 (Version 3.30.21)

Date: _____

PUC Salary

Employee: _____

HME Hourly

Employee *Signature*: _____

Final Payroll Date: _____
 (when leaving PUC/HME employment)

PUC/HME ID Number: _____

Instructions:

- Attach all purchase receipts that you have paid by any means other than the PUC/HME Faculty/Staff ID card. (staff card purchases are automatically computed on payroll checks)
- Staple together by entity and **itemize** receipt amounts in columns under each entity (use the after tax total).
- All purchase receipts must be received **within 90 days** of the date on the receipt to be eligible for reimbursement.
- Dry cleaning services through ACE Hardware are not reimbursable.
- Your signature certifies that the purchases listed below and the attached receipts represent expenditures made directly for your immediate family.
- **Should you leave PUC/HME employment, be sure your receipts are turned in one week before your final check is processed and we are notified of your last payroll date (above) so we can include your reimbursement on your final payroll check. Receipts not received before your last payroll is processed will not qualify for the purchase reimbursement benefit.**

College Market (5%)			ACE Hardware (5%)	Chevron (5%)	Dinning Commons (20%)
TOTALS:					

Payroll Use Only: Total _____ @ 5% = (A) _____
 Total _____ @ 20% = (B) _____ Reimbursement Total (A+B): \$ _____