



# Personal Purchase Reimbursement Form

This form is to be submitted with the reimbursement method (Personal Check or Payroll Deduction)

*Preparing people to lead extraordinary lives*

Employee Name \_\_\_\_\_ Employee ID# or UVID \_\_\_\_\_ Date \_\_\_\_\_

Transaction ID	Transaction Date	Posted Date	Vendor Name	Accounting Unit	Account	Amount	Reason
<b>Amount due to the University</b>							

**Method of Reimbursement:**    **Payroll Deduction**    **Personal Check**

By selecting the Payroll Deduction method, you are authorizing Loyola to withhold the amount from your paycheck.

Personal checks should be made out to **Loyola University Chicago** and mailed to:

**ProCard related:** Procurement Card Administration  
820 N. Michigan Ave. Suite 1313  
Chicago, IL 60611

**All other:** Accounts Payable  
c/o Patty Woods  
820 N. Michigan Ave. Suite 602  
Chicago, IL 60611

I understand that Electronic or Digital Signatures will be accepted as an equivalent to a handwritten signature.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date