



Personal Purchase Reimbursement Form

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

Employee Name

Employee ID# or UVID

Date

Transaction ID	Transaction Date	Posted Date	Vendor Name	Accounting Unit	Account	Amount	Reason
Amount due to the University							

Type of Reimbursement: **ProCard** **Accounts Payable**

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**, include a reference to the reimbursement in the memo field, and mailed to the university lockbox at:

Loyola University Chicago
P.O. Box 777323
Chicago, Illinois 60677-9056

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

Employee Signature

Date