

Personal Charges

Policy Statement

Each employee of the University has a personal account to which s/he may charge certain purchases made at the University. Payment in full is required each month and may be made by payroll deduction if desired.

Employees whose accounts become delinquent will be denied the privilege of making any new charges to their accounts, and the University reserves the right to collect delinquent balances through payroll deduction.

An employee who intends to terminate service must pay off all balances before termination. Any unpaid balances will be deducted from the final payroll check.

Procedures

The employee files a signed authorization for payroll deduction at the Human Resources Department.

Related Policies

History of Policy

1/30/06 – Approved by the President of the University
