

Season Ticket Purchase Request Policy & Procedures

Scope

Effective August 21, 2009, the University of Northern Colorado will offer employees an opportunity to purchase season tickets for University theatrical and sporting events and pay for the tickets through a payroll deduction program. The program is intended to allow employees to purchase tickets for events by minimizing the financial burden and stretch the payments over 4 pay periods. The minimum purchase amount to qualify for this program is \$75.00.

This program is not retroactive and does not apply to University employees who have already purchased season tickets. The deduction is a post-tax deduction. If the employee leaves employment with the University before he/she has reimbursed the University for the purchased tickets, he/she will be responsible for paying back the money that was advanced by the University. The University may withhold from the final payroll any money owed pursuant to the written agreement. If the amount owed is greater than the final pay, the employee will pay the full amount within thirty days after the last date of employment. If the employee defaults under the above terms, the University has the right to recover for the outstanding amount via collections efforts.

Authority

The Director of Human Resource and Payroll Services is responsible for deciding which deductions are allowed through payroll deductions.

Instructions

Employees may request to pay for theatrical or sporting event tickets of \$75.00 or more through payroll deductions. The employee must complete the *Season Ticket Purchase Request and Statement of Understanding* form at the time of purchase and agree to the terms of the payment agreement.

The Ticket Office will enter the information into its system and forward the information to the Payroll department by the 15th of the month to start the payroll deduction.