



# University of Pittsburgh at Titusville

## UPT PROCEDURE FOR OBTAINING A STAFF BOOK SCHOLARSHIP

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UPT makes available a Staff Book Scholarship to buy *required* books and/or supplies for a University of Pittsburgh course. Supplies must be those *specifically required for that course*, such as workbooks, not general class supplies, such as notebooks, pencils, and paper.

The scholarship will reimburse the recipient up to **\$200** per semester for text books or supplies purchased from any source.

The following limitations apply:

1. Permanent staff with an annual base salary of less than \$33,000 per year (or an annualized amount of less than \$33,000 for part-time employees or those with less than twelve-month contracts) are eligible. Other earnings, such as overtime, are not considered.
2. The course must be a University of Pittsburgh course.
3. No one who already has a Bachelor's Degree or higher is eligible.

***If the course is not completed, all scholarship money received must be returned to the University.***

The following procedures must be followed to obtain a UPT Staff Book Scholarship:

1. The employee goes to the UPT Office of Human Resources to fill out a scholarship benefit form and to receive a UPT Staff Book Scholarship Eligibility Form signed by Director of HR. Proof of registration in a Pitt class for the appropriate semester must be furnished.
2. The employee takes the Eligibility Form signed by both the employee and the Director of HR to the UPT Bookstore and charges items up to **\$200**. The Bookstore will charge (via Interdepartmental Charge) the UPT Staff Scholarship account (which is 02.43050.7613) and record the amount of the charge on the Eligibility Form along with the date and signature of the Bookstore employee making the charge. The Bookstore will retain the Eligibility Form.

OR

3. The employee buys books at a commercial bookstore or on-line and submits a *Travel and Business Expense Report* to the Accounts Payable Office for reimbursement of up to **\$200**. Both the receipt for the books purchased and the Eligibility Form must be attached to the *T & B*. Accounts Payable will write a check to the employee, cite the UPT Staff Scholarship account number (02.43050.7613), and record the amount of the check on the Eligibility Form along with the date and her signature. The Eligibility Form will be retained in the Accounts Payable Office.
4. After the transactions, the Bookstore and/or Accounts Payable will send the used Staff Book Scholarship Eligibility Forms back to the Office of Human Resources for filing. All records as to the status of each employee's charges will be maintained in this office.
5. An employee may acquire books in more than one purchase. After the first purchase, he or she must obtain another, new Staff Book Scholarship Eligibility Form from Human Resources that will reflect the reduced amount which may be charged.

Permanent staff working at less than 100% of effort and/or with less than a twelve-month contract are eligible for a pro-rated scholarship amount. For example, a 50% employee with a twelve-month contract could receive up to \$100 per semester; a full-time employee with a nine-month contract could receive up to \$150; a 50% employee with a nine-month contract could receive up to \$75.