

# Employee PERNER Form



## NKU EMPLOYEE PERNER FORM – FOR NKU EMPLOYEES ONLY

This form should be used by NKU employees who need to be added to the university's vendor database for reimbursements, travel. Please provide your name and employee personnel number and forward to the Procurement Services office at the address below.

Printed Name: \_\_\_\_\_

NKU Employee Personnel #: \_\_\_\_\_

Return form in one of the following ways:

Email to: [castlebe@nku.edu](mailto:castlebe@nku.edu) or [purchasing@nku.edu](mailto:purchasing@nku.edu)

Fax: 859-572-6995

Campus Mail: Procurement Services

617 Lucas Administrative  
Center Attn: Betty Castle  
(859) 572-5265  
FAX (859) 572-6995