



Procurement Registration Form

PLEASE CIRCLE DIVISION: NAT, NYC, DC, LA, DAL, DET, BOS, PHL, ROCH,ATL

Background Information

Cardholder Name **--** _____

Company Name **Danaher HACH** _____

Bill to/Ship to# **1006502/HACH** _____

Budget Center # **N/A** _____

Address **5600 LINDBERGH DR**
P.O. Box 389

City, State, Zip **LOVELAND CO 80539** _____

Account Information

Type of Card American Express
 Visa
 Master Card

Procurement Card # **- - -** _____

Expiration Date **--** _____

*Please fax completed forms to the
Procurement/Convenience Card Processing Center @ 877-482-8033*



Hach Company
Field Sales or Service Cash Advance Agreement

_____ is an employee of Hach Company who desires to obtain a cash advance from Hach Company. Hach Company is permitted to extend such a cash advance to employees who travel or otherwise expend funds on behalf of Hach Company.

This Agreement is made between Hach Company and _____ ("Employee") to permit Hach Company to offer an Employee to accept cash from Hach to pay for travel or other expenses ("Advance") in the amount of \$_____, to be received on the following date ___/___/___ (Monday Date).

Employee understands that this Advance is an interest-free loan from Hach Company to Employee. By accepting this Advance, Employee is indebted to Hach Company for the amount of the Advance.

The Advance is to be used for the purpose of Field Sales or Service Expenses. Any other use of this Advance is not permitted. Employee agrees that he/she will account for the use of this Advance and return the full amount thereof to Hach Company on or before the last day of being a Field Sales or Service employee.

Employee understands and agrees to submit a completed Expense Report and receipts to Hach Company's Accounts Payable Department weekly and on or before the last day of being a Field Sales or Service employee.

Employee understands and agrees that any portion of the Advance which is not accounted for on the final Expense Report, must be returned to Hach Company in cash or by personal check made out to Hach Company.

Employee understands and agrees that any portion of the Advance which is not accounted for on the final Expense Report and is not returned to Hach Company in cash or by personal check on or before the last day of being a Field Sales or Service employee will be automatically withheld from Employee's pay through payroll deduction. The amount due Hach Company will be deducted from the employee's final pay check.

PLEASE SIGN AND DATE:

_____/_____/____
Employee Signature Date Accounts Payable Signature

_____/_____/____
Authorization Signature Date

FOR OFFICE USE ONLY

PAYMENT RECEIVED:

_____/_____/____
Accounts Payable Signature Date

- 17111 - Service
17116 - Sales

_____/_____/____
Vendor Number Invoice Number Check Issue Date Cash Advance Acct No.

Home Service Office Rent Request

Name: _____

Manager or Associate?: _____ Monthly Amount: _____

Start Date: _____

Employee #: _____

Social Security # _____

(for 1099 form)

Address: _____

City/State/Zip _____

Home Phone: _____

Cell Phone: _____

Hach Extension: _____

Cost Center: _____

Manager approving: _____