

1. Instructions

Non-Core awards have a higher than \$125 cost exceeding the State-mandated maximum allowance for 25-Year Service and Retirement Awards.

For employees selecting a Non-Core award, the State will pay \$125 (plus tax on \$125) and the employee will be responsible for the remaining balance. The employee may pay the remaining balance using one of three options below:

- Personal check
- Money Order
- Credit Card payment via phone call to the supplier

Make sure that you receive a confirmation number.

The confirmation number must be shown on the Purchase Order.

2. Payment Options

Please select your payment option below:

- Personal Check (U.S. Mail)
- Money Order (U.S. Mail)
- Personal Credit Card Payment (you must contact the supplier directly to use this option)

For payment on Department Purchase Order:

Agency Order Number

Employee Name

Amount Due

Confirmation Number

3. Contact Information

Complete this NON-CORE EMPLOYEE PAYMENT FORM and submit the form to the supplier.

Contact information for the supplier(s) is at:

<https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx>