

PAYROLL REQUEST FORM

EMPLOYEE _____ DATE _____

AMOUNT OF REQUEST _____

EMPLOYEE
SIGNATURE _____

SUPERINTENDENT/CLERK
SIGNATURE _____

The Board of Trustees allows payroll advances of not more than fifty percent (50%) of an employee's *earned* regular month's net salary *under emergency situations only*. No employee should treat payroll advances as a draw or find himself or herself in the need of a monthly advance. Payroll advances will be limited to *one payroll advance per month, not to exceed four (4) advances per year*.