

Reset



Payroll Disbursement Request

(INSTRUCTIONS FOR COMPLETING PAYROLL DRAW PAPERWORK CAN BE FOUND IN THE PAYROLL HANDBOOK)

NAME: ID #

DATE: NET CHECK OR CASH:

Employee POSN # REQUESTED BY:

Dollar amount requested. Pay is always issued by check. Employee can cash at cashiers in Kerr.

SPECIAL INSTRUCTIONS:

If there is a mailing address as the employee is not on campus fill that here.

BC Staff completing draw form or the word Employee

PURPOSE OF PAYMENT:

LATE PAY DRAW FOR (MONTH).

CURRENT MONTH PAYROLL DRAW FOR (MONTH).
 (EMERGENCY PAYROLL DRAW FORM MUST ACCOMPANY THIS FORM.)

OTHER: (PLEASE EXPLAIN)

We should only be requesting a current month draw. If the employee is due back pay we should request the pay as a manual check.

BC staff completing draw forms

PREPARED BY: (NAME AND PHONE)	DATE	DEPARTMENTAL APPROVAL	DATE
<input type="text" value="Traci Yates 7-2257"/>	<input type="text" value="11/22/11"/>	<input type="text" value="Signature"/>	

BC staff Not required to be different than prepared by name

FOR USE BY CENTRAL PAYROLL OFFICE ONLY			
INDEX	ACCOUNT CODE	ACTIVITY CODE	AMOUNT
PAY SPECIALIST APPROVAL	BUSINESS CHECK APPROVAL	PERSONAL CHECK RECEIVED (DATE)	

This is for Central Payroll use only. The draw will be charged to the index the employee is paid from at time entry.

FOR CASHIER'S RECEIPT	
CASHIERS SIGNATURE:	
CHECK NUMBER:	AMOUNT: <input type="text"/>
SIGNATURE:	DATE: <input type="text"/>