

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

NAME: _____ ID # _____

DATE: _____ NET CHECK OR CASH: _____

Employee POSN # _____ REQUESTED BY: _____

SPECIAL INSTRUCTIONS:

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)

PREPARED BY: (NAME AND PHONE)	DATE	DEPARTMENTAL APPROVAL	DATE

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

FOR CASHIER'S OFFICE USE ONLY:

RECEIPT	CASHIERS STAMP: <input type="checkbox"/>	
	CHECK NUMBER: <input type="checkbox"/>	AMOUNT: <input type="checkbox"/>
	SIGNATURE: _____	DATE: _____