



## Request for Draw Form

Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

I REQUEST A DRAW ON MY WAGES FOR \_\_\_\_\_ HOURS EARNED.

Employee Number: \_\_\_\_\_

Payroll Clerk's Initials: \_\_\_\_\_ Date of Last Draw: \_\_\_\_\_

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I further understand that if payroll inadvertently generates another check on our regular payroll run for the same days covered on this draw and I accept and cash the erroneous check and don't report it to payroll, it will be considered theft and disciplinary action, up to termination, will ensue.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

**DRAWS WILL ONLY BE DONE ON NON-PAYROLL FRIDAYS.**  
Draws due by Thursday at 10:00 AM