



REQUEST FOR DRAW FORM

DATE: _____

EMPLOYEE'S NAME: _____

I REQUEST A DRAW ON MY WAGES FOR _____ HOURS EARNED.

REASON:

EMPLOYEE SIGNATURE: _____

EMPLOYEE NUMBER: _____ DATE OF LAST DRAW: _____

PAYROLL CLERK'S INITIALS: _____

AUTHORIZED BY: _____

IMMEDIATE SUPERVISOR

EXECUTIVE DIRECTOR

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.

DRAWS WILL ONLY BE DONE ON FRIDAYS.

Draws done on non-payroll Fridays due at 10:00 A.M.