

PAYROLL ADVANCE REQUEST

Employee _____ A/R # _____

(address)

(city, state, zip)

Amount requested \$ _____

_____ P/R advance to be deducted on _____.

_____ Moving advance.

_____ Travel advance.

_____ Cashiers _____ Mail

Employee's signature _____ Date _____

Requested by: _____
(date and time) _____
(person taking call)

Authorized by: _____ Date _____