

ALEUTIANS EAST BOROUGH SCHOOL DISTRICT

PO Box 429, SAND POINT, AK 99661
PHONE 907.383.5222 • FAX 907.383.3496

PAYROLL ADVANCE REQUEST

I request a **PAYROLL ADVANCE** in the amount of \$_____ to be repaid through payroll deduction.

Please indicate your repayment preference (check one)

- ☐ REPAY THE ENTIRE PAYROLL ADVANCE AMOUNT ON THE NEXT PAYROLL CYCLE.
- ☐ REPAY THE PAYROLL ADVANCE AMOUNT IN _____ EQUAL INSTALLMENTS BEGINNING WITH THE NEXT PAYROLL CYCLE (**SUBJECT TO DISTRICT OFFICE APPROVAL**).

Printed Name

Signature

Date

SITE SUPERVISOR APPROVAL

Signature

Date