



718 Seventh Avenue SW
Albany, OR 97321-2399
www.albany.k12.or.us
Phone (541) 967-4501
Business FAX (541) 967-4587

Pay Draw Requests

The District has an established procedure of issuing paychecks once a month. The District recognizes that occasionally an employee will have a financial emergency that may necessitate a payroll draw. Each employee has the opportunity to submit up to a total of three (3) requests for a pay draw each school year; no more than one request per month. The following guidelines will be followed:

- Pay Draw requests will be processed when this form is presented to the Business Office by 1:00 pm on the 10th, 15th, 20th of each month. Payment will be disbursed the following business day, contingent upon your financial institution.
- In agreement, the district will pay out up to one-half of the employees' monthly net wages per request.

EMPLOYEE

Employee Legal Name: _____
Last First MI

Building _____ SSN (Last 4 digits) _____

I request the release of \$ _____

I have read and understand the district's policy on pay draw requests. I authorize this amount to be deducted from my future pay.

Employee Signature Date

PAYROLL USE ONLY

☐ Approved ☐ Disapproved*

* Reason for disapproval: _____

Payroll Staff Signature Date