



PAYROLL ADVANCE REQUEST

_____ I would like an advance to my salary for the 2025-2026 school year of:

_____ \$500.00

_____ \$1,000.00

_____ \$1,500.00

_____ I do not desire an advance in salary for the 2025-2026 school year.

Employee Signature

Date

Employee Name (Printed)

Date of Birth

Salary advances received by employees will be paid back to the district through payroll deduction from each paycheck distributed during the period from September to June. If the employee terminates prior to the completion of the work agreement, any outstanding balance of the advance will be taken into consideration when calculating final pay.