

HASTINGS COLLEGE OF THE LAW

EXHIBIT T

REQUEST FOR SALARY ADVANCE

DATE: \_\_\_\_\_

TO: Director of Fiscal Services

Approve

Disapprove

VIA: Supervisor, \_\_\_\_\_  
Printed Name

Approve

Disapprove

\_\_\_\_\_  
Supervisor Signature

FROM: Employee, \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee, Signature

Amount of salary advance requested \$ \_\_\_\_\_ Date Advance is required \_\_\_\_\_

Reason for salary advance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I am requesting an advance on my salary monies earned and that this amount will be deducted in full from the next payroll check issued to me.

For Fiscal Services' use only:

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_  
check received by employee