

SCAPPOOSE SCHOOL DISTRICT 1J

Draw Request

Instructions:

Please fill in the blanks and sign the bottom. You are allowed to draw against days worked only.

Certified Staff:

As per Article 5 Section 5.9 of the Agreement Between Scappoose School District 1J and Scappoose Association of Classroom Teachers, certified staff have the option of two (2) advance draws per year and under no circumstances will the amount of the draws exceed the amount of accrued pay at the time of the draw.

Classified Staff:

As per Article 8 Section 4 of the Agreement Between Scappoose Federation of Classified Employees and Scappoose School District 1J, classified staff have the option of three (3) advance draws per year and in no case shall the amount of the draw exceed the amount of accrued pay at the time of the draw.

Please note that the amount of the draw will be deducted from the paycheck for the month in which it occurs.

Date of Request: _____

I _____, would like to request a draw in the amount of:
(Please print)

\$ _____ .

Employee Social Security Number

_____ - _____ - _____

Signed,

Check one:

____ I would like my check mailed

____ I would like to pick up my check on _____ at _____
Date Time

(If not marked, your draw check will be mailed on the day it is ready)

Payroll Dept Use Only:

Date Received: _____

Date Entered PR: _____

Date Check ready: _____

Manual Check #: _____