



DATE: _____

FROM: _____
Employee's Name

Employee ID #

A. CHOOSE ONE:

- Please deduct \$_____ from my payroll check for the reason[s] checked below:
- Attached is a personal check for the reason[s] checked below:

B. CHOOSE ALL THAT APPLY:

- Discount tickets: \$20.00 x _____ tickets = \$_____ total (01-5922)
(Gilroy Trip)

Payable to: Fresno County EOC

Effective Date: _____

(Employee's Signature)

THIS FORM SHOULD BE FORWARDED TO THE HUMAN RESOURCES OFFICE

PAYROLL DEPARTMENT USE ONLY

DATE REQUESTED: _____
DATE PROCESSED: _____
POSTED BY: _____

FOOTNOTE - To be effective in the payroll intended, this form must be received by the Payroll Department by the processing date (the Wednesday preceding the week in which the payroll is paid).