



PAYROLL ADVANCE FORM

Name (print): _____

Department: _____

Today's Date: _____

I am requesting a payroll advance in the amount of \$_____.

I hereby authorize Pacific University to withhold this amount from my next paycheck*.

Employee signature

Supervisor signature

* Payroll advances cannot exceed the amount earned and must be deducted in the same month given.

Turn-around time for processing is approximately 2 business days.