

Community Action Team, Inc.  
Fiscal Dept.  
124 N. 18<sup>th</sup> St.  
St. Helens, Or 97051  
(503) 397-6570 Fax (503) 366-7906

PAYROLL ADVANCE (DRAW) REQUEST

Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Number of Hours Worked as of Request Date \_\_\_\_\_

Hourly Rate \_\_\_\_\_

Gross Earnings To Date (# of Hours Worked X Hourly Rate) \_\_\_\_\_  
(You can only draw up to 75% of gross earnings to date)

Amount Requested \_\_\_\_\_

Hours and Rate Verified \_\_\_\_\_  
(Supervisor Signature)

ADVANCE REQUESTS WILL BE PROCESSED AROUND THE 15<sup>TH</sup> OF THE MONTH.( If the 15<sup>th</sup> is a week-end the Friday before) YOUR REQUEST NEEDS TO BE IN TO THE FISCAL OFFICE AT C.A.T. BY THE LAST WORK DAY BEFORE THE 15<sup>TH</sup>, (or Thursday before if the 15<sup>th</sup> is a Saturday or Sunday) DRAWS SUBMITTED AFTER THIS DATE WILL BE SUBJECT TO REGULAR PAYABLE PROCESS.

THE FISCAL OFFICE WILL TRY TO HAVE ALL ADVANCE CHECKS MAILED BY THE 15<sup>TH</sup>, DEPENDING ON AVAILABILITY OF THE CHECK SIGNERS.

DRAWS/ADVANCES CANNOT BE DIRECT DEPOSITED.

\_\_\_\_\_  
EMPLOYEE SIGNATURE                      DATE