

Hoop Valley Tribe

Fiscal Department



PAYROLL ADVANCE / DRAW

I, _____, request the following wage advance / draw:
Print or type (unreadable requests will be returned)

AMOUNT: _____

PAYROLL PERIOD: _____

DEPARTMENT: _____

Explain reason for advance/draw:

(NOTE) Your signature below authorizes the payroll department to deduct \$20 from the above payroll check for the check processing fee.

EMPLOYEE SIGNATURE: _____ DATE: _____

Approved Disapproved. Please state reason.

SUPERVISOR SIGNATURE: _____

CHIEF FINANCIAL OFFICER CONCURRENCE: _____