



Human Resources

REQUEST FOR SALARY ADVANCE

I, _____, request a payroll advance in the amount of \$_____ (which does not exceed my next regular net paycheck amount). I understand that this advance on my future wages will be withheld from my next payroll check dated _____. I understand that should my employment with Pomona College terminate for any reason, the entire amount will be withheld from my final check. If my final check is inadequate, I will write a check to Pomona College for the amount of the unsatisfied balance of the advance.

Employee's Signature

Date

Supervisor's Acknowledgment

Date

Human Resources Authorization

Date