

Wrangell Public Schools
 Business Office
 P.O. Box 2319
 Wrangell, AK 99929-2319
 907-874-2347

Payroll Advance

Name: _____ Date: _____

Advances may be requested but shall not exceed the net pay due on the next regular check (calculated at 70% of the earned wages). After January 1, teachers may apply for an advance on earned summer pay (calculated at 70% of the earned wages). A fee will be charged on all advances.

Amount of Advance:	
Deduct Fee:	-\$25.00
Total Check Amount:	

Three advances are allowed per fiscal year per employee.

Advance #:	
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The Business Office will not make a special check run for an advance. Requests for Check for Salary Advance will be included in the next accounts payable cycle which happens on the 10th and the 25th of each month. Direct deposit is not available for payroll advances.

Employee Signature

Date

Business Manager Approval

Date

Superintendent Approval

Date

 Payroll Approval: Approved Not Approved
 Employee # _____ Check Date: _____ Check # _____