



*"Commitment to Quality - Education for All"*

## CLATSKANIE SCHOOL DISTRICT

### Draw Request Form

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

BUILDING: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

(The amount requested will be less taxes, so if you put \$200, you will get less than \$200. It is impossible to know how much will be taken out in taxes and PERS, because everyone's situation is different. You will just have to guess).

I WOULD LIKE MY DRAW:       PAPER CHECK       DIRECT DEPOSIT\*(see below)

I HAVE ATTACHED A TIMECARD:    YES       NO

(To show you have worked enough to receive the requested draw amount)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVAL

\_\_\_\_\_  
DATE

Per OSEA contract, two draws per year will be allowed. The employee must have enough hours worked in the selected pay period in order to collect the draw.

Draw requests must be turned in by Wednesday at 3:00 PM in order to receive the draw on Friday of the current week.

Questions? Please contact Tami Burgher at extension 2003.

\*To receive direct deposit, you must already be set up to receive direct deposit in payroll OR you must fill out a direct deposit form for this transaction.