

**Dayton School District 8**

Code: **DL-AR**  
Revised/Reviewed: 5/14; 8/11/15; 8/14/18  
Orig. Code(s): DL-AR

**Payroll – Request for Payroll Advance**

Per Board policy DL - Payroll, I am requesting a payroll advance due to a financial need. Payment will not exceed the amount of net salary earned at the time of the request. Should my employment with the district end prior to the advance being deducted from my earnings, any remaining balance shall be collected from me by the district at my expense.

I further understand that by receiving a payroll advance, my wages may be treated on a semi-monthly basis and may result in increased taxes being withheld in both the advance and regular checks.

Payroll emergency advance requests must be submitted in writing by the 10th of the month to the district office.

The district will process the request in a reasonable amount of time, usually within seven days. Only one request will be granted per pay period. No more than three advances will be approved in a fiscal year.

Amount of Request: \$ \_\_\_\_\_ Pay Period (Month/Year): \_\_\_\_\_

Employee Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For District Use Only***

\_\_\_\_\_  
Superintendent/Designee's Signature

\_\_\_\_\_  
Date

**This form will be attached to a copy of the check.**