

**Lake Oswego
School District 7J**

Code: **DLBA-AR**
Revised/Reviewed: 2/16/84; 6/08/09
Orig. Code(s): 4520R

Payroll Advances Procedures

A payroll advance may be requested on accrued salaries or wages; however, the amount requested shall not exceed 75 percent of accrued earnings.

Requests for advances shall be kept to a minimum and shall be approved only for circumstances which warrant this special service.

Requests shall be made on the form provided in the building or district office, and the employee shall give sufficient information for the unit manager to recommend approval or disapproval to the director of finance.

The decision to approve or disapprove shall be made promptly. If the request is disapproved, both the employee and the unit manager shall be notified of the reason.

Approved requests shall be honored as quickly as possible by the payroll department and arrangements made for the check to be picked up or mailed.