

**Prairie City  
School District 4**

Code: **DLBA**  
Adopted: 10/12/92  
Readopted: 06/14/06

**Advance Salary Payments**

All requests for advance salary payments shall be submitted in writing to the superintendent. Payment will not exceed the amount of net salary earned at the time of the request. If approved, the amount of the advance will be reduced by any associated additional processing costs. No more than three advances will be approved in a year without approval of the Board.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 652.140](#)

**Cross Reference(s):**

DL - Payroll