

Southside Virginia Community College Promissory Note / Payroll Deduction Authorization Temporary Salary Advance

Employee Name: _____ Cov # _____

I request a temporary salary advance in the amount of _____
in accordance with Section 4.7 of the SVCC Faculty-Staff Handbook.

I further agree that if I fail to comply with this agreement, I authorize a payroll
deduction which will repay the advance in full.

Comments/explanation: _____

Employee's Signature: _____ Date: _____

Approved by Supervisor: _____ Date: _____

Approved by Provost, Vice-President of Finance
or President: _____ Date: _____

Salary Advance Disbursed:

Date: _____ Check Date: _____

Amount: \$ _____ Check Number: _____

Salary Advance Received by: _____

Business Office Verification: _____

Repayment is Due by: _____

Salary Advance Repaid:

Date Repaid: _____

Amount Repaid: \$ _____ CASH _____ Check _____

Business Office Verification: _____
