



DATE: _____

FROM: _____
Employee's Name

Employee ID #

A. CHOOSE ONE:

- ☐ Please deduct \$_____ from my payroll check for the reason[s] checked below:
☐ Attached is a personal check for the reason[s] checked below:

B. CHOOSE ALL THAT APPLY:

- ☐ Holiday Party: \$18.00 x _____ tickets = \$_____ total (01-5922-01800)
☐ Holiday Party (If purchased after 11.20.09):
\$38.00 x _____ tickets = \$_____ total (01-5922-01800)
☐ Please make a one-time deduction of \$ _____ from my payroll check
☐ Please deduct \$_____ from two consecutive payroll checks

Payable to: Fresno County EOC

Effective Date: _____

(Employee's Signature)

ALL TICKET SALES ARE FINAL

TICKETS PURCHASED AFTER 11 / 20 / 09 WILL BE \$38 / PERSON

THIS FORM SHOULD BE FORWARDED TO THE HUMAN RESOURCES OFFICE

PAYROLL DEPARTMENT USE ONLY

DATE REQUESTED: _____
DATE PROCESSED: _____
POSTED BY: _____

FOOTNOTE - To be effective in the payroll intended, this form must be received by the Payroll Department by the processing date (the Wednesday preceding the week in which the payroll is paid).