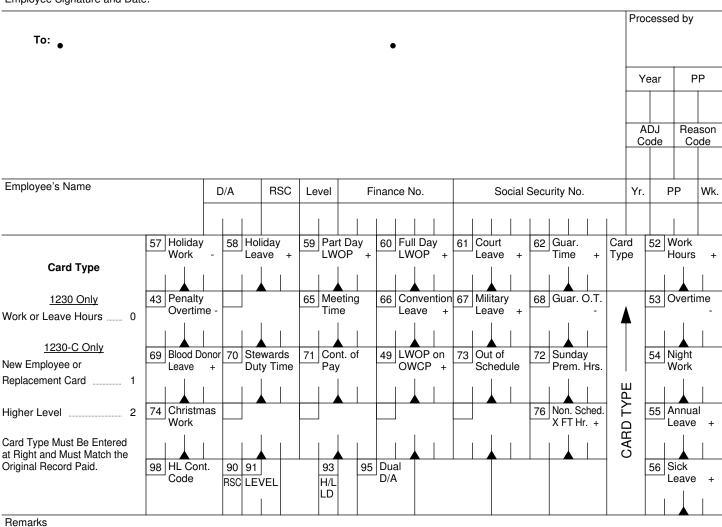


Pay, Leave, or Other Hours Adjustment Request

Salary Advance Adjustment Information						
Issuing Finance No.	Year	PP	Week	Cause Code **	Amount of Advance	Cash, Check No. or Money Order No.
					\$	
				** 1 - Salary Check Not Received. 2 - Salary Check Substantially Less than Net Amount Due.		

I hereby certify that I have received a salary advance of the above amount. I authorize the USPS to recover this amount in the calculation of the salary check that reflects the appropriate adjustment, or subsequent salary checks, as required, to satisfy this debt.

Employee Signature and Date:



Return to: (Issuing office complete this information)

Employee's Signature and Date

Adjustment Clerk's Signature and Date

Approving Officer's Signature and Date