TO: Mission Mountain Enterprises

Date Needed: ________________________

I am requesting a ☐ Advance – amount to be paid back entirely with next payroll

The amount that I am requesting is $ ________________________

☐ Loan – amount to be paid back on a payment schedule with interest.

☐ $250.00 = $28.27 per paycheck 9 payments

☐ $500.00 = $56.54 per paycheck 9 payments

☐ $750.00 = $43.08 per paycheck 18 payments

☐ $1,000.00 = $57.44 per paycheck 18 payments

Printed name: ____

Signature: ____ Date: __________________

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Employee is: ☐ Eligible ☐ Ineligible

REASON Ineligible: ____

Payroll staff initials: _________________________ Date: ____________________

Approved by CEO: _______________________________________ Date: ___________________

Approved by CFO: _______________________________________ Date: ____________________

Please note:
Payroll Advances/Loans will be authorized at the discretion of the CEO or Finance Director in case the CEO is absent. Payroll Advances will be authorized for no more than the net pay for hours <u>already worked as of the date of the request</u>. Loans are for no more than $1,000 or less at a time. **An advance or loan will not be authorized if there is an outstanding balance on a previous request, or if the 30 day wait period has not been met.**
Checks will be processed through Accounts Payable and will be available on the first scheduled check run after approval.