

**Payroll Advance Authorization Form**

FROM: \_\_\_\_\_  
Principal/Director/Administrator

TO: Sabrina Howe, Payroll Supervisor

SUBJECT: Employee Salary Advance

An urgent need has arisen for one of our employees, which qualifies as a financial emergency. I have discussed the situation with the employee and verified the nature of this emergency. Additionally, I have discussed this matter with you and we have agreed on the necessary resolution to this matter.

Employee Name: \_\_\_\_\_

Lawson ID #: \_\_\_\_\_

Reason For Advance: \_\_\_\_\_  
\_\_\_\_\_

Amount : \$ \_\_\_\_\_  
(Not to exceed amount earned, but not paid.) \*Call Payroll for approval of amount\*

Date Funds Are To Be Advanced: \_\_\_\_\_

**IMPORTANT NOTICE:** Advancing unearned pay is a violation of Article 3, Section 52 of the Texas Constitution. PISD cannot and will not advance unearned pay to any employee. Advances are limited to two per year maximum.

This advance is to be deducted from the next \_\_\_\_\_ paychecks, to be determined by the Payroll Department and/or the Director of Accounting.

\_\_\_\_\_  
Administrators Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Payroll Supervisor

**NOTE: Complete and send to Payroll Dept.  
Attention: Sabrina Howe**