

EMPLOYEE PURCHASE/ADVANCE PAY CONFIRMATION

I, _____, agree to purchase/services as listed
(employee name)

Below or receive an advance on pay. The value \$_____. I wish to repay

By the following method:

- Cash
- Installments (No Yes _____ installments at
\$_____per installment).
- Payroll deduction (No Yes _____ pay periods at
\$_____per pay check).

Items purchased, if any.

I agree to the above conditions and in the case if I owe money to the company at time of separation all money owed will be deducted from my final check.

(Employee Signature)

(Date)

(Authorized Representative)

(Date)