



DePaul University Human Resources

Salary Advance Request & Deduction Authorization

Name: Empl I.D. #:

Home Address:

Home Phone: DPU Ext:

Start Date: Department:

Do you have direct deposit? YES NO

Manager's Name: DPU Ext:

Requested Amount of Advance:

Reason for Request:

Date Requested By:

I understand that this advance will be deducted from my next paycheck and I authorize DePaul University to make this deduction.

Employee Signature: Date:

For Administrative Use Only:

Approved: Denied: Amount:

Human Resources Signature: Date:

Payroll Signature: Date: