



**United Way T-Shirt Sale - Orders Due by Friday, Nov. 12**

Fax or e-mail orders to: 870-336-5363 OR hdhundley@sbrmc.org

**T-SHIRT ORDER FORM / PAYROLL DEDUCTION FORM**

\*\* PRN status employees are not eligible to participate in payroll deduction.

NAME: \_\_\_\_\_ (Please Print)

5 DIGIT LAWSON EMPL #: \_\_\_\_\_ or SS #: \_\_\_\_\_

DEPT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

# of T-shirts Purchased (\$25.00 each): \_\_\_\_\_

**Shirt Size(s) Needed:**

Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ XL \_\_\_\_\_ 2XL \_\_\_\_\_ 3XL \_\_\_\_\_

Total Purchase Amount: \$ \_\_\_\_\_

**Payment Options**

Please check one:

Cash \_\_\_\_\_

Check \_\_\_\_\_

Payroll Deduction \_\_\_\_\_

Total Amount to be Payroll Deducted:

\$ \_\_\_\_\_

Payroll deductions will be made over a maximum of two pay periods with a \$25 minimum deduction per period. If total amount to be deducted is \$25.00, then the entire amount will be withheld in one pay period.

Employee Signature: \_\_\_\_\_

*Your signature represents your agreement to have the above amount deducted from your regular pay over the indicated time frame. If for any reason you leave St. Bernard's employment before the deductions have been completed, any balance will be deducted from your final paycheck if possible, or will be your responsibility to settle with the company if not.*

Deductions will begin with the first pay period following receipt of this form by the Payroll Office.

Payroll Entry by: \_\_\_\_\_