

# Bethel University

## Request for Employee Payroll Payment *(Payment will show up on employee's paycheck)*

Please Pay to:	Fund	Organ	Acct	Prog	Activity	Location	Amount
ID# _____  Name: _____							
Purpose: (include task, date and attach supporting documentation)			Paycheck date to be paid on:			Total	
Requested by: _____ ID# _____						Date: _____	
Approved by: (Department Head or Supervisor) _____						Date: _____	
"By signing off on this request for payment, I certify there are dollars available in this account."							

\*\*Please send directly to the office of People and Culture for processing.  
 Must be received by the **15th of the month** to be paid in that month.