

For Employees Purchasing Extra Tickets for Extended Family and Friends



PAYROLL DEDUCTION AUTHORIZATION FORM

This authorization form is to be used for all transactions that will or could result in a payroll deduction including travel advances, breakage or loss and any accommodation type purchases.

Name: _____ Employee ID # _____
 Dept. / Project /Plant: _____ Date: _____
 Company: ☐ Zachry Construction ☐ ZUUS ☐ Capitol Aggregates
 I authorize Zachry and /or its subsidiaries or affiliates to deduct the following items from my wages:

Item/ Vendor:	Amount:	# of Pay Periods (Maximum of 4)
Zachry Corp Corporate Family Event Tickets	\$ _____	_____

- I agree and authorize that the above listed items may be deducted in full from my payroll check.
- I understand that the program for payroll deduction may be changed, revoked, and/or cancelled at any time without prior notice to me.
- I understand that I will be responsible for any and all unpaid charges should (1) the program be cancelled (2) my employment with Zachry and/or its subsidiaries or affiliates be terminated for whatever cause (3) other circumstances associated with payment of the charges.

Employee Signature: _____ Date: _____

FOR PAYROLL USE ONLY:

Accommodations: Purchase deductions that will extend longer than two week will require approval by the Business Unit Manager and the Vice President of Accounting/Controller.

Dept. / Project / Plant Manager: _____	Date: _____
Vice President of Accounting: _____	Date: _____
Received by Payroll: _____	Date: _____