

## **SALARY LOAN**

## FINANCE AND ACCOUNTING DEPARTMENT

EMPLOYEE NAME		CONTACT		
		INFORMATIO	V	
DEPARTMENT		DATE		
		REQUESTED		
POSITION		AMOUNT		
		REQUESTED	FINANCIAL IN	IEODM ATION
PURPOSE OF				SUPPORTING DOCUMENTS
LOAN		MONTHLY SALARY:		_
		OTHER INCOME:		LATEST PAY SLIP
		MONTHLY EXPENSES:		BANK STATEMENT
		OUTSTANDING LOAN	S/DEBTS:	OTHERS (please specify:)
			_	_
		ODebit		Cash
		REPAYMENT		REPAYMENT
		START DATE		END DATE
PREPARED BY	RECOMMENDED BY		APPROVED BY	
	RACHEL CARTAGENA			
Employee's Signature (Signature over Printed Name)	Finance & Accounting Director		PRESIDENT / VICE-PRESIDENT	
(Signature over Printed Name)	Thanes a recounting birector		TRESIDEIVI / VICE-I RESIDEIVI	
DATE SIGNED:	DATE SIGNED:		DATE SIGNED:	
Employment agreement:				
I am authorizing this voluntary payroll deduction		employment en	ds for any reaso	n before the final deduction
is made, the entire balance may be deducted f	rom my final wages.			
		Employoo'c Si	anatura	
		(Signature over Prin	ted Name)	DATE SIGNED:
BMI-FORM-FAA-003		Employee's Si (Signature over Prin	ted Name)	DATE SIGNED:



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## FINANCE AND ACCOUNTING DEPARTMENT

EMPLOYEE NAME  DEPARTMENT  DATE REQUESTED  AMOUNT REQUESTED  FINANCIAL INFORMATION  MONTHLY SALARY: OTHER INCOME: MONTHLY EXPENSES: MONTHLY EXPENSES: OUTSTANDING LOANS/DEBTS:  Debit  REPAYMENT REPAYMENT REPAYMENT REPAYMENT START DATE  PREPARED BY  RECOMMENDED BY  APPROVED BY  APPROVED BY	DEPARTMENT  DEPARTMENT  DEPARTMENT  DEPARTMENT  DATE REQUESTED  AMOUNT REQUESTED  FINANCIAL INFORMATION  MONTHLY SALARY: OTHER INCOME: HATEST PAY SLIP MONTHLY SEXPENSES: OUTSTANDING LOANS/DEBTS: OTHERS (please specify:  Debit REPAYMENT START DATE  PREPARED BY  RECOMMENDED BY  RACHEL CARTAGENA Finance & Accounting Director  PRESIDENT / VICE-PRESIDENT					
DEPARTMENT  DATE REQUESTED  AMOUNT REQUESTED  PURPOSE OF LOAN  FINANCIAL INFORMATION  MONTHLY SALARY: OTHER INCOME: MONTHLY EXPENSES: OUTSTANDING LOANS/DEBTS: OTHERS (please specify:  Purpose of Loan  FINANCIAL INFORMATION LATEST PAY SLIP BANK STATEMENT OUTSTANDING LOANS/DEBTS: OTHERS (please specify:  REPAYMENT START DATE  REPAYMENT END DATE	DEPARTMENT  DATE REQUESTED  POSITION  PURPOSE OF LOAN    MONTHLY SALARY: SUPPORTING DOCUMENTS OTHER INCOME: LATEST PAY SLIP MONTHLY EXPENSES: DIAM'S STATEMENT OUTSTANDING LOANS/DEBTS: OTHERS (please specify: LATEST DATE    MONTHLY EXPENSES: DIAM'S STATEMENT OTHERS (please specify: LATEST DATE   Debit Check DATE   CH	EMPLOYEE NAME		CONTACT		
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REPAYMENT REPAYMENT START DATE END DATE	PREPARED BY  RECOMMENDED BY  RECOMMENDED BY  RECOMMENDED BY  APPROVED BY  RACHEL CARTAGENA Finance & Accounting Director  PRESIDENT / VICE-PRESIDENT			_	_	_
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START DATE END DATE	PREPARED BY  RECOMMENDED BY  APPROVED BY  RACHEL CARTAGENA Finance & Accounting Director  PRESIDENT / VICE-PRESIDENT			REPAYMENT		REPAYMENT
PREPARED BY RECOMMENDED BY APPROVED BY	RACHEL CARTAGENA  Employee's Signature (Signature over Printed Name)  RACHEL CARTAGENA Finance & Accounting Director  PRESIDENT / VICE-PRESIDENT					
	Employee's Signature (Signature over Printed Name)  RACHEL CARTAGENA Finance & Accounting Director PRESIDENT / VICE-PRESIDENT	PREPARED BY	RECOMMENDED BY		APPROVED BY	
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	Employee's Signature (Signature over Printed Name)  Finance & Accounting Director  PRESIDENT / VICE-PRESIDENT					
RACHEL CARTAGENA			RACHEL CARTAGENA			
Employee's Signature Finance & Accounting Director PRESIDENT / VICE-PRESIDENT		Employee's Signature	Finance & Accounting Director		PRESID	ENT / VICE-PRESIDENT
(Signature over Printed Name)		(Signature over Printed Name)	_			
	DATE SIGNED: DATE SIGNED: DATE SIGNED:	DATE SIGNED:	DATE SIGNED:		DATE SIGNED:	

**Employment agreement:** 

I am authorizing this voluntary payroll deduction from my payroll. In the event my employment ends for any reason before the final deduction is made, the entire balance may be deducted from my final wages.

Employee's Signature (Signature over Printed Name)

DATE SIGNED: