

## **SALARY LOAN**

## FINANCE AND ACCOUNTING DEPARTMENT

EMPLOYEE NAME		CONTACT					
		INFORMATION	N .				
DEPARTMENT		DATE					
		REQUESTED					
POSITION		AMOUNT					
		REQUESTED	FINANCIAL IN	ICODM ATION			
PURPOSE OF			-	SUPPORTING DOCUMENTS			
LOAN		MONTHLY SALARY:		_			
		OTHER INCOME:		LATEST PAY SLIP			
		MONTHLY EXPENSES:		BANK STATEMENT			
		OUTSTANDING LOANS/DEBTS:		OTHERS (please specify:)			
			_	_			
		Opebit	()Check	Cash			
		REPAYMENT		REPAYMENT			
		START DATE		END DATE			
PREPARED BY	RECOMMENDED BY		APPROVED BY				
	RACHEL CARTEGENA						
Employee's Signature (Signature over Printed Name)	Finance & Accounting Director		PRESIDENT / VICE-PRESIDENT / COO				
(Signature over Printed Name)	I mance & Accounting Director		TRESIDEIAT / VICE-TRESIDEIAT / COO				
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 Si (Signature over Print	gnature	DATE SIGNED:			
BMI-FORM-FAA-003		(Signature over 1 mit	ca rvanicy				



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		INFORMATIO	DN		
DEPARTMENT		DATE			
		REQUESTED AMOUNT			
POSITION		REQUESTED			
PURPOSE OF			FINANCIAL INFORMATION		
LOAN		MONTHLY SALARY:		SUPPORTING DOCUMENTS	
		OTHER INCOME: _	_	LATEST PAY SLIP	
		MONTHLY EXPENSES:		BANK STATEMENT	
		OUTSTANDING LOANS/DEBTS:		OTHERS (please specify:)	
		_	_	_	
		OPebit		Cash	
		REPAYMENT		REPAYMENT	
		START DATE		END DATE	
PREPARED BY	RECOMMENDED BY		APPROVED BY		
Employee's Signature	RACHEL CARTEGENA				
Employee's Signature (Signature over Printed Name)	Finance & Accounting Director		PRESIDENT / VICE-PRESIDENT / COO		
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: