

Budget Administrator

AUTHORIZATION FOR SALARY DEDUCTION

		Initial Authorization				Change				Termination		
Check Applicable Classification		PS	PSU-ID				Employee's Name					
		Po	Position Dept. Name									
I hereby understand that The Pennsylvania State University will furnish meals and/or lodging to me beginning and either:												
ending with the last payment date of or; or; continuing indefinitely until both parties agree to terminate this Authorization for Salary Deduction.												
Housing As Room/B		I hereby authorize The Pennsylvania State University to deduct the total charge for such meals and/or lodging from my salary at the rate stated below per pay period beginning with the first payment date of and either:										
ending with the last payment date of or; continuing indefinitely until both parties agree to terminate this Authorization for Salary Deduction.												
Semester	Location of Meals		# of Meals Meals		Ro	oom	Family Dwelling (S		Other Other (Specify) Amount		Totals	
Fall Semester												
Spring Semester												
Summer Semester												
Total												
Comments: Number of Pay Periods												
Deduction Per Pay Period												
The undersigned occupies any quarters hereunder by The Pennsylvania State University as an incident of his or her employment and hereby agrees to vacate the premises at the end or termination of such employment. In the event the undersigned fails to acate said premises promptly at the end or termination of the employment, the undersigned hereby authorizes and empowers any attorney to appear and confess judgment against the undersigned in an amicable action of ejectment, and authorizes the immediate ssuing of a Writ of Habere Facias Possessionem, with a clause of Fiel Facias, for rent due and costs, without leave of Court.												
I have read the above and understand the conditions: Employee's Signature: Date:												
DISTRIBUTION OF CREDITS												
Cost Object Type		Cost Object #		_	Business Area #		GL Account #		Grant #	Project #	Amount	
				+								
RECOMMENDATION OF BUDGET ADMINISTRATOR Meals and/or lodging will be furnishedon University premises, ornot on University premises. CONVENIENCE of theUNIVERSITY, or theEMPLOYEE. If the meals and/or lodging are furnished for the convenience of the University, explain why:												
pproved: The above is a valid transaction and the proper budget has been credited.												

(06/04/2021) authorization-for-salary-deduction

Date