

AUTHORIZATION FOR SALARY DEDUCTION

Initial Authorization
 Change
 Termination

Check Applicable Classification

PSU-ID _____ Employee's Name _____

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;
- continuing indefinitely until both parties agree to terminate this Authorization for Salary Deduction.

Housing Assignment Room/Building

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	Room	Family Dwelling	Other (Specify)	Other 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 vacate 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 issuing 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

Dept. No.	Fund No.	Obj. Cl.	Amount	Dept. No.	Fund No.	Obj. Cl.	Amount

RECOMMENDATION OF BUDGET ADMINISTRATOR

Meals and/or lodging will be furnished on University premises, or not on University premises.

CONVENIENCE of the UNIVERSITY, or the EMPLOYEE. If the meals and/or lodging are furnished for the convenience of the University, explain why:

Approved: The above is a valid transaction and the proper budget has been credited.

_____ Budget Administrator

_____ Date