

Salary Savings Request Form

Fiscal Year: _____

Requestor: _____

Department: _____

Request Submitted To: Tom Smith

Craig Edmonston

Description of Request:

Amount Requested: _____

Date Requested: _____

Department Head

Date

Description of Approved Commitment: (if Different from Request)

Is this a one-time commitment or continual? One-Time Continual

Approved Amount: \$_____

Approved as an official salary savings commitment by:

Tom Smith

Craig Edmonston

Processed by: _____

Date: _____

Funding Source: _____