Reserved / Non-Reserved / Handicap Space No:\_\_\_\_\_\_\_\_\_\_\_



TO: Payroll Department

 Post Office Box 327

 Denmark Technical College

From: Denmark Technical College Faculty/Staff

This letter gives you the authority to deduct allotted fees for a Parking Decal from my payroll check. The following option chosen below will indicate the amount over time which the deduction should occur.

Please **check** which option:

 □ $160.00 x 1 pay period (Faculty/Staff Reserved)

 □ $80.00 x 2 pay periods (Faculty/Staff Reserved)

 □ $40.00 x 4 pay periods (Faculty/Staff Reserved)

 □ $80.00 x 1 pay period (Faculty/Staff Non-Reserved)

 □ $40.00 x 2 pay periods (Faculty/Staff Non-Reserved)

Pay Period Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Period End Date:\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return form to,

Personnel Office

Blatt Hall, Administration Building

Building 024

Post Office Box 327

Denmark, South Carolina 29042

(803) 793-5193 or (803) 793-5170

If you leave or retire from Denmark Technical College, payment for your decal is non-refundable.

 □ I acknowledge the above statement to complete my decal request.