

# Bursar | Departmental Hold Authorization Form

# LA SIERRA UNIVERSITY

Amount \$ \_\_\_\_\_

Date Cash Received \_\_\_\_\_

Name \_\_\_\_\_

Employee # \_\_\_\_\_

Department Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Account Number \_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

Did you remember to attach a printout of available budget for this/these line item(s)?

*By signing this form, I acknowledge the receipt of cash in the amount noted above and I understand that it is my responsibility to obtain receipts for all cash spent and return them to the Bursar's Office **no later than two (2) weeks** after the receipt of the cash. If I fail to provide the receipts within the time specified, I hereby authorize La Sierra University to deduct the above amount from my next payroll check.*

\_\_\_\_\_  
*Hold Received by*

\_\_\_\_\_  
*Date Paid*

*47*  
\_\_\_\_\_  
*Code Amount*

\_\_\_\_\_  
*Payroll Deduction Authorization*

*11-13245*  
\_\_\_\_\_  
*Account #*

\_\_\_\_\_  
*From Pay Period*