

## VPRED PAYROLL LATE FEE APPROVAL REQUEST

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Index Title: \_\_\_\_\_

RED Index #: \_\_\_\_\_

Requested pay period: \_\_\_\_\_  
(Month/Year)

Current Balance:

**Justification:**

*VPRED advises that due to bi-weekly pay cycle, these should be utilized sparingly and only if necessary. You must obtain approval in advance from the VPRED Budget Director. Please fill out form and route through DocuSign for appropriate signatures.*

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Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

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**RED Determination:**

Request Approved as Listed Above: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Request Approved with Conditions: \_\_\_\_\_

Additional Comments:

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VPRED Budget Director \_\_\_\_\_

Date \_\_\_\_\_