

VCSU Foundation - Payroll Deduction Form

Employees of Valley City State University may take advantage of the payroll deduction option to support the programs and activities of VCSU each fiscal year. Place a checkmark next to each fund you would wish to support. On the line next to the fund, list the total dollar amount you would like to contribute to that particular fund during the upcoming year. **Deductions will be completed by the pay period ending May 15th (the paycheck received May 31st).** This allows the Advancement Office to receive the funds during the current fiscal year. Please submit this form to the VCSU Foundation & Advancement Office so that necessary paperwork may be completed before it is submitted to the Business Office.

Select the fund(s) you wish to support THIS upcoming year:

FUND	AMOUNT
<input type="checkbox"/> Annual Fund/Phone-A-Thon	_____
<input type="checkbox"/> Century Club (Athletic Scholarships)	_____
<input type="checkbox"/> V-500 (Academic Scholarships).....	_____
<input type="checkbox"/> Friends of	_____
<input type="checkbox"/> Business	
<input type="checkbox"/> Library	
<input type="checkbox"/> Music	
<input type="checkbox"/> Planetarium	
<input type="checkbox"/> CSSE	
<input type="checkbox"/> Medicine Wheel	
<input type="checkbox"/> Professional Communication	
<input type="checkbox"/> SEGS	
<input type="checkbox"/> Fellowship of Christian Athletes (FCA)	_____
<input type="checkbox"/> President's House Preservation Society.....	_____
<input type="checkbox"/> Other _____	_____
TOTAL AMOUNT CONTRIBUTED.....\$	_____

Office Use Only:

Choose when you would like to begin your payroll deduction(s):

- Please start with the upcoming payroll period.
- Please wait to start until the paycheck I will receive on ____/____/____ to begin deductions.

Authorization:

I pledge a total of \$_____ towards the VCSU programs and/or activities as designated above. I hereby authorize Valley City State University to deduct the required amount per pay period needed to meet my pledge obligation by the pay period ending May 15th.

Y/N: It is okay to acknowledge my participation in a variety of publications.

Name (Please Print)

Signature of Employee

Date

Office Use Only:

Please submit to the VCSU Foundation & Advancement Office, McFarland 212.

Date Received: _____ Date/Initials entered into Adv DB: _____ To Business Office: _____