

VCU Memo

Monroe Park Campus

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Human Resources

Human Resources Building
104 North Belvidere Street
P.O. Box 842511
Richmond, Virginia 23284-2511

Human Resources Services
804 827-1770
Fax: 804 828-0321

Payroll Services
804 828-0740
Fax: 804 828-3200

www.hr.vcu.edu/
TDD: 1-800-828-1120

To: VCU Payroll Services

From: _____

Date: _____

Subject: Payroll Deduction for CommonHealth Adult CPR Course

I authorize VCU to deduct the *one-time only* amount of \$17.50 from my next-available paycheck for payment for the Adult CPR Course.

By signing this form, I understand that if I separate employment from VCU prior to the payment, the amount will be deducted from my final paycheck.

Name (print/type)

Signature

ID #

Department

Work Telephone Number

For Payroll Use:

ONE-TIME ONLY DEDUCTION

Deduction Code	Amount
CMH	\$17.50