

**CAL POLY POMONA
PAYROLL DEDUCTION REQUEST WORKSHEET**

To be completed and attached to your Payroll Deduction Authorization Form CD88. Both forms must be submitted together to Gift Processing in 1-211. If you have any questions, please call Kathy Odenwald at x2914.

NEW: (additional lines provided for split gifts)

| College/School/Division | Department | Account Name | Account # (If Known) | Dollar Amount |
|-------------------------|------------|--------------|-------------------------|---------------|
| _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | \$ _____ |
| Subtotal | | | | \$ _____ |

DELETE:

| College/School/Division | Department | Account Name | Account # (If Known) | Dollar Amount |
|-------------------------|------------|--------------|-------------------------|---------------|
| _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | \$ _____ |
| Subtotal | | | | \$ _____ |

CHANGE FROM:

| College/School/Division | Department | Account Name | Account # (If Known) | Dollar Amount |
|-------------------------|------------|--------------|-------------------------|---------------|
| _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | \$ _____ |
| Subtotal | | | | \$ _____ |

CHANGE TO:

| College/School/Division | Department | Account Name | Account # (If Known) | Dollar Amount |
|-------------------------|------------|--------------|-------------------------|---------------|
| _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | \$ _____ |
| Subtotal | | | | \$ _____ |

Grand Total (This total should match amount entitled in Box "D" on Payroll Deduction Form CD88.) \$ _____

Employee Signature

Date