

MEMORANDUM
People and Culture



TO: 1. Children's Centre
 2. People and Culture

SUBJECT: SALARY DEDUCTION: COMMUNITY CHILDREN'S CENTRE

DATE:

1. Contact: Administrative Assistant (Finance) x 2122 to determine fees and date of first deduction	La Trobe University Community Children's Centre
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Please arrange to deduct from my salary the sum of \$_____ per fortnight in payment of child care fees for:

First deduction to occur pay period beginning / / (Saturday).

NAME (PRINT): _____
SIGNED: _____
SCHOOL: _____
STAFF NO: _____
PHONE EXT: _____
DATE: _____

CHILDREN'S CENTRE USE ONLY

Create/Change 7240
 7242

Prepared: _____ Date: _____

PEOPLE AND CULTURE USE ONLY

Date			Date		
/	/	to 31.12.9999			/ /
/	/	to 31.12.9999			/ /
/	/	to 31.12.9999			/ /

Input: _____ Checked: _____

Date: _____