

AUTHORIZATION TO MAKE DEDUCTIONS FROM WAGES

I understand and agree that my employer, Southwest Texas Junior College (The Company), may deduct money from my pay from time to time for reasons that fall into the following categories:

1. the cost to the Company of personal long-distance calls I may make on Company phones or on Company accounts, or of personal faxes sent by me using Company equipment or Company accounts;
2. the cost of any food or beverages purchased in the College cafeteria;
3. the amount of any petty cash transaction that has not been reconciled and resolved within a month of the original transaction.

I agree that the Company may deduct money from my pay under the above circumstances, or if any of the above situations occur.

(Employee's name)

(Name of company representative)

(Date)

(Date)