



This is to authorize a warrant to be issued in the amount of \$ _____,
made payable to _____ (employee name), for Start-Up
Change for _____ (reason). This is not to be
considered taxable income; all start-up change must be returned and deposited by
MetroParks of Butler County at employment termination.

Please charge this expenditure to account _____.
Zone Account #

Sincerely,

Manager Signature

Supervisor of Financial Services Signature

Date

Supervisor of Financial Services to return completed form to Accounts Payable for processing.

After check issued: Please copy HR Manager for HR file

Acknowledgement picked up by employee:

*Upon separation of employment, I authorize the MetroParks to withhold the start up change noted above from my final paycheck or direct deposit if I have not returned these funds prior to issuance of final paycheck.

Employee signature*

Financial Services Signature

Date

Return of cash: Amount: \$ _____

Employee Signature

Financial Services Signature

Date