

DATE: _____

TO: CITY MANAGER

FROM: _____ (Your name)

SUBJECT: PROFESSIONAL ENHANCEMENT EQUIPMENT ACQUISITION

Per Section 22 of the Comprehensive Listing of Salary and Benefits for Unrepresented Management, Mid-Management and Confidential Employees, I request salary advancement to purchase the following equipment, training or other professionally enhancing opportunities or situations.

Item: _____

Brand: _____

Model: _____

Price: \$ _____

Tax: \$ _____

Shipping: \$ _____

TOTAL COST: \$ _____

I request a total of \$ _____ from the City of Eureka to purchase the above item (s). I agree to repay that amount in equal semi-monthly installments by June 30th of the following year and authorize a withholding from each pay check until this amount is repaid.

I also agree to submit a copy of the sales receipt within one week of the receipt of the item(s).

I agree that the loan will be paid in full on my last paycheck should I leave employment with the City mid Fiscal year.

If the total cost of the item (s) exceeds the \$1,000 limit, I agree to make up the difference.

Signed: _____ Date: _____

Printed name: _____ Emp # _____

I hereby authorize the purchase of the above described item (s) by the requesting employee.

CITY MANAGER: _____ DATE: _____