



## Tooele Tech Recognition Fund Authorization Form

### TTECH Recognition Fund

The Recognition Fund is used to purchase items for employees, either to celebrate or express sympathy, that cannot be purchased using College funds. Such items would include: a gift for an employee leaving TTECH, a gift for an employee retiring from TTECH, a gift for an employee having a child, a gift for an employee who is getting married, a gift for an employee who had a death in their family, a gift for the family of a TTECH employee who passed away, a gift for an employee in the hospital, a gift for an employee who has a family member in the hospital.

At the end of each calendar year, the excess funds from the account will be donated to a worthwhile cause determined by the Recognition Committee. Examples are: adopt a family at Christmas, Sub for Santa for a TTECH student at Christmas, gift cards to faculty and staff, or Sub for Santa for an employee.

### AGREEMENT

I, (*print name*) \_\_\_\_\_ authorize TTECH Payroll personnel to make the following deductions from my taxable earnings to the Recognition Fund.

Either party may terminate this agreement at any time.

- |                          |                                    |                       |                         |
|--------------------------|------------------------------------|-----------------------|-------------------------|
| <input type="checkbox"/> | <b>Standard Donation (Minimum)</b> | <b>\$ <u>2.50</u></b> | <b>(Per Pay Period)</b> |
| <input type="checkbox"/> | <b>Additional Amount</b>           | <b>\$ _____</b>       | <b>(Per Pay Period)</b> |
| <input type="checkbox"/> | <b>Total Amount</b>                | <b>\$ _____</b>       | <b>(Per Pay Period)</b> |

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### DECLINE

- I do not desire to participate at this time.

### SIGNATURES

Employee \_\_\_\_\_ Date \_\_\_\_\_

TTECH Authorization \_\_\_\_\_ Date \_\_\_\_\_