



TATC Recognition Fund Authorization Form

TATC 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 TATC, a gift for an employee retiring from TATC, 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 TATC 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 TATC student at Christmas, gift cards to faculty and staff, or Sub for Santa for an employee.

AGREEMENT

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

Either party may terminate this agreement at any time.

- Standard Donation (Minimum)** \$ 2.50 (**Per Pay Period**)
- Additional Amount** \$ _____ (**Per Pay Period**)
- Total Amount** \$ _____ (**Per Pay Period**)

DECLINE

- I do not desire to participate at this time.

SIGNATURES

Employee _____ Date _____

TATC Authorization _____ Date _____