

**PAYROLL DEDUCTION AUTHORIZATION**  
**SHAWNEE STATE DINING SERVICES**  
**MEAL VALUE PLAN**  
**For Academic Year 2009/2010**

I authorize Shawnee State University to payroll deduct the *Meal Value Plan* selected below.

I understand that by signing this authorization form I am obligated to pay the entire *Meal Value Plan* amount even if I do not use all the meals purchased. I also understand that if I terminate employment with Shawnee State University for any reason prior to paying the entire amount due, the remaining balance due will be deducted from my final paycheck.

This is a NON-REFUNDABLE purchase and may not be cancelled once the *Meal Value Plan* has been used.

<i>Employee Name (Print)</i>	<i>Employee ID Number</i>
<i>Department</i>	<i>Work phone extension</i>
<i>Employee Signature</i>	<i>Date</i>

Check the *Meal Value Plan* you would like to purchase below:

- 50 *Meal Value Plan*\* @ \$257.97 or \$14.33 per pay from September – May (18 pays)
- 20 *Meal Value Plan*\* @ \$105.19 or \$13.15 per pay from September – December (8 pays)  
or January – May (8 pays)
- 10 *Meal Value Plan*\* @ \$56.78 or \$7.10 per pay from September – December (8 pays)  
or January – May (8 pays)

You must complete, sign and return this payroll deduction authorization form to Human Resources prior to using the selected *Meal Value Plan*. Return completed form (in person with a valid ID) to Human Resources – located in the Administration Building, Room 021.

Deadlines to sign up for payroll deduction:      for Fall Semester is September 1, 2009  
for Spring Semester is January 15, 2010

\* All *Meal Value Plans* will carry over from fall semester to spring semester but must be used by the end of the spring semester.

When you have used all your meals, you can easily purchase another plan anytime by visiting the Dining Services office. Purchases of additional *Meal Value Plans* during the semester (outside of the open enrollment period) must be fully paid for with cash or credit card.