

# AUTHORIZATION FOR PAYROLL DEDUCTION AND ORDER FORM MGHS CLOTHING AND SUNDRIES

Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Department: \_\_\_\_\_

Extension: \_\_\_\_\_

**\*\*NOTE\*\* PLEASE USE THIS FORM ONLY IF YOU ARE ORDERING FROM OFF THE HOSPITAL CAMPUS. PLEASE CALL 906.225.4931 OR SEND THIS FORM TO HUMAN RESOURCES VIA INTEROFFICE MAIL OR FAX 906.225.3098. FOR THOSE EMPLOYEES WHO ARE ON THE MAIN CAMPUS, PLEASE GO DIRECTLY TO THE HUMAN RESOURCES OFFICE TO PICK UP YOUR ORDER. THANK YOU!**

I authorize MGHS to deduct the following amount from my next paycheck for the purchase of the following items. Payment for ordered items will not be deducted until they arrive.

**For 2XL, add \$3.00**

ITEM	COLOR	SIZE	QTY	COST	TOTAL
<b>River's End Ladies' Microfleece Vest S-2XL</b> (Snow, Frosted Pink, Apple Green)				30.00	
<b>Port Authority Microfleece Vest M-2XL</b> (Black, Riveria Blue, Navy)				30.00	
<b>Sport-Tek Crewneck Sweatshirt S-2XL</b> (Daffodil Yellow, White, Black, Charcoal Heather)				16.00	
<b>Gildan Hooded Sweatshirt M-2XL</b> (Purple, Maroon, Dark Chocolate, Irish Green)				16.00	
<b>River's End Pullover Hoodie S-2XL</b> (Ash Grey, Navy, White)				21.00	
<b>Port Authority Cool Mesh Sport Shirts S-2XL</b> (Blueberry, Red, Banana, White)				30.00	
<b>Ping Jersey Knit M-2XL</b> (Apple Green, Jockey Red, Ensign Blue, Charcoal)				30.00	
<b>Ladies' Sleeveless Sport Shirt S-2XL</b> (Light Pink, Banana, Red, Faded Blue)				18.00	
<b>T-Shirt S-2XL</b> (Khaki Brown, Jade, Yellow Haze, Pink, White, Light Blue, California Blue, Sangria, Athletic Heather, Lime, Violet, Sand, Orange)				7.00	
<b>Essential Tote</b> (Tangerine, Tropical Pink, Bright Lime, Hyacinth, Carolina Blue)				10.00	
<b>Colorblock Sport Duffel</b> (Maroon, Black, Red, Light Pink, Purple)				18.00	
<b>Toppers Ultimate Lunch 6-Can Cooler</b> (Red, Purple, Black)				14.00	
<b>22oz Water Bottle with Freeze Stick</b> (Smoke, Green, Red, Blue)				5.00	
<b>TOTAL</b>					

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Order Filled On: \_\_\_\_\_

Order Filled By: \_\_\_\_\_

Date Sent to Payroll: \_\_\_\_\_