



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

OFFICE OF THE DEPUTY PRINCIPAL

Telephone: (868) 662 2002 - Extensions: 82184, 82284 ♦ Fax: (868) 645-8415

♦ E-mail: deputy.principal@sta.uwi.edu

To: All Staff

Subject: **SALARY DEDUCTION FOR THE AFTER SCHOOL CARE CENTRE (ASCC) TEA PARTY & FASHION SHOW FUNDRAISER**

Members of staff have the following options:

- Single payment in full (\$150.00 per ticket)
- Payment in 2 monthly installments (\$75.00 per ticket)
- Payment in 3 monthly installments (\$50.00 per ticket)

Date: _____ Staff ID: _____

Name: _____

Department: _____

Signature: _____

Please deduct from my salary the sum of \$ _____ per month for the period _____ 2012 to _____ 2012 as a contribution to the Fundraiser to support the After School Care Centre (ASCC).

Note:

- Please forward your completed slip to Ms. Alicia Richardson, Office of the Deputy Principal.
- For tickets and information call 662-2202 ext. 84331 or 83834.
- Staff members would be allowed to purchase up to four (4) tickets.

For official use only:

Ticket #(s):

Approved by:

Date: