



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR03-2020

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: FAMU Football Tickets for the 2020 Season

DATE: January 22, 2020

Attached is a Payroll Deduction Authorization Form for employees who wish to purchase season tickets. To be eligible for payroll deduction, the Athletic Ticket Office is requesting a copy of each employee's completed payroll deduction form prior to receiving payment. Therefore, these forms should be returned to JAC Human Resources by the close of business Friday, March 20, 2020.

Since FAMU must receive the total price of the tickets by July 1, 2020, payroll deductions for tickets will be authorized for four (4) equal deductions beginning with the warrant pay date of March 31, 2020, and ending on the warrant pay date of June 30, 2020.

If you have questions about tickets, please contact the FAMU Ticket Office at (850) 599-3141. If you have any questions about the form, please contact Emily Reker at (850) 413-0008, or at posttaxbenefits@justiceadmin.org.

All forms should be returned to posttaxbenefits@justiceadmin.org or via fax (850) 413-0009.

Thank you.