



CHARGE BACK DOCUMENTATION

Date	Name	Reason/Explanation of Charge Back	CODE	Amount

Credit to/pay to information (if necessary, attach vendor invoice):

Date	Person/Vendor	Description	CODE	Amount

Charge back amounts are processed at small increments over time by payroll deduction (an exception is normally charge back fees related to traffic violations). In some rare occasions the cost of the charge back is applied to the following pay period in full. If the charge back requires On Trac, Inc. to purchase/order a lost/damaged item, a shipping/handling fee is normally assessed at 15%. By signing below, the employee is acknowledging that a charge back amount will be forthcoming. Project Managers may, based on the nature/amount of the charge back, petition for a particular amount and/or duration to be applied to the payroll deduction.

Employee Signature

Date

Project Manager