

SALARY UNDERPAYMENT/OVERPAYMENT

(TERMINATED EMPLOYEE)

Date: _____

Mendocino County Office of Education
2240 Old River Road
Ukiah, CA 95482

Dear _____,

This is to advise you that pay check No. _____ issued on _____
for \$_____ included an overpayment of \$_____.

This error was due to _____

The adjustment can be made in the following manner:

Make a personal check for the overpayment payable to Mendocino County Office of Education,
attach it to a copy of this notice, and send it to the attention of the Payroll Department at the
address indicated above.

If you have any questions, please call Patty Ashmore at (707) 467-5031.

Sincerely,

Business Services Department Manager

Overpay2

Exhibit adopted: January 23, 2001