

January 9, 2012

MEMORANDUM #004-12HR

TO: Agency Administrators
FROM: Bobbie Chappell, Director of Human Resources
VIA: Rip Colvin, Executive Director
RE: FSU Football Season Tickets

Attached is a payroll Deduction Authorization Form for employees that wish to purchase season tickets and/or contribute to the Boosters. 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 no later than Friday January 13, 2012.

Ticket purchases will be divided into 6 deductions taken January through June 2012. Booster contributions are year round and will not stop unless the employee instructs us to.

If you have questions about tickets, or seating, please contact the FSU ticket office at (850) 644-1830. If you have questions about payroll deductions, please contact me at (850) 488-2415 extension 249 or email PayrollGroup@justiceadmin.org.

Bobbie Chappell, Director of Human Resources
Justice Administrative Commission
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32302
Phone - 850-488-2415 ext. 249
Fax - 850-922-9445