



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

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Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Kathleen A. Smith
Public Defender
Brian Haas
State Attorney

MEMORANDUM 012-19HR

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: FAMU Season Football Tickets
DATE: April 9, 2019

Attached is a Payroll Deduction Authorization Form for employees who wish to purchase season football 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 Post Tax Benefits by the close of business Friday, April 19, 2019.

Since FAMU must receive the total price of the tickets by August 17, 2019, payroll deductions for tickets will be authorized for four (4) equal deductions beginning with the warrant pay date of April 30, 2019, and ending on the warrant pay date of July 31, 2019.

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.