



Oregon University System
 Military Leave Donation Program (MLDP)

Request for Supplemental Military Pay

I agree to provide documents required by the Oregon University System (OUS) to confirm my eligibility to participate and to determine the correct amount of military supplemental pay I may receive. I understand that I am required to provide a copy of my military Leave and Earnings Statement (LES) any time there is a change in my military pay.

Recipient's Name (please print): _____

Recipient's Employee ID Number: _____ Institution/Campus: _____

Beginning Date of Military Leave Without Pay: _____

Participation Request (check one)

- I have attached a copy of my military Leave and Earnings Statement (LES).
- I wish to enroll in the program and will provide my military Leave and Earnings Statement (LES) later. I understand no payment can be processed until the LES is received.

Payment Option (check one)

- Mail my check to my military service address at:

- I authorize my employing institution to mail my supplemental military pay checks to my authorized representative:

Name: _____

Address: _____

City, Street, Zip _____

Checks payable to: _____

(Print the full name of your authorized representative.)

Recipient's Signature: _____ **Request Date:** _____

Human Resources - Payroll Use Only	
Institution Approval: ___ yes ___ no	Recipient ID number: _____
Reason if Denied:	Base Pay Rate (OUS): \$ _____ per month
Date Entered: _____	Military Base Pay: \$ _____ per month
Processed By: _____	Maximum Supp Pay: \$ _____ per month

Mail or fax this completed form to the appropriate institution:

- | | | |
|-----|--|-------------------------|
| EOU | Human Resources, One University Blvd, La Grande OR 97850-2899 | EOU Fax: (541) 962-3023 |
| OIT | Human Resources, 3201 Campus Dr, Klamath Falls OR 97601-8801 | OIT Fax: (503) 885-1115 |
| OSU | Human Resources, 122 Kerr Admin Bldg, Corvallis OR 97331-2132 | OSU Fax: (541) 737-7771 |
| OUS | Chancellor's Office, PO Box 488, Corvallis OR 97339-0488 | OUS Fax: (541) 346-5783 |
| PSU | Human Resources, PO Box 751, Portland OR 97207 | PSU Fax: (503) 725-5896 |
| SOU | Human Resources, 1250 Siskiyou Blvd, Ashland OR 97520 | SOU Fax: (541) 552-8249 |
| UO | Human Resources, 5210 University of Oregon, Eugene OR 97403-5210 | UO Fax: (541) 346-2548 |
| WOU | Human Resources, 345 N Monmouth Ave, Monmouth OR 97361 | WOU Fax: (503) 838-8144 |