



The JAM Difference

Request for Support Form

Guidelines:

- Requests can only be made by those who contribute to the TJD fund
 - Requests must directly impact a JAM employee
 - Requests must be paid to the end user (example: if an employee submitted a request because of help paying rent, the check would be made out to the rent company not the JAM employee)
 - Requests must be at least \$100
 - Dollar amount requested is subject to review by the TJD Committee. The amount requested might not be the final amount that is paid out
 - Employees can have two requests filled per year (can go over depending on the situation)
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Employee Name

Date of Request

JAM Location

Brief Explanation of What Happened to Cause the Need of Money:

Name of Company Receiving Payment:

Amount Requesting:

*** Dollar amount requested is subject to review for approval by the TJD committee

Three Ways to Submit the Form:

1. **Email the form to TJD@jambestone.com**
2. **Place in envelope addressed to Elise Lohmann at Corporate Office and place on Transfer Truck**
3. **Text a picture of the form to TJD@jambestone.com**
 - a. **Send it like a normal text message, but instead of entering a phone number you enter the email address**