

# THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

September 04, 2019

## MEMORANDUM

TO: ALL DIVISIONS, DEPARTMENTS AND PROGRAMS

FROM: *Lorena Eldridge*  
Lorena Eldridge, Accounting Manager  
CASHIER'S SECTION/OFFICE OF THE CONTROLLER

SUBJECT: FY'2020 PAYROLL/REIMBURSEMENT SIGNATURE AUTHORIZATION FORM

Please find the Signature Authorization Form for FY'2020 on the Office of the Controller website, located under Forms. All signatures will be combined on one form to decrease confusion and numerous paperwork. **A maximum of five signatures will be allowed for each payroll checks and reimbursement checks, as indicated on the form.** The deadline to submit the Signature Authorization Form is September 30, 2019.

**PLEASE PLAN ACCORDINGLY WHEN AUTHORIZED PERSONNEL WILL BE UNAVAILABLE.** Checks will not be released without prior written authorization. When authorized personnel are unavailable to sign out for payroll/reimbursement checks, a memorandum delegating a permanent **employee** must be initiated by the Department. The memorandum must be concurred by the Department Director. If the Department Director is unavailable, a standing delegation within the current fiscal year must be attached to the memorandum requesting the release of Payroll and Reimbursement checks. **A REQUEST MUST BE SUBMITTED TO THE CASHIERS OFFICE IN ADVANCE.** Cashier's Office will accept original memos only. NO FAX OR XEROX COPIES.

Only personnel on the Signature Authorization Form **WILL BE** given information on the Payroll, Reimbursement or Vendor checks, this includes telephone inquiries or in person. The Cashier's Office handles numerous telephone calls, which ties up the phone line when authorized personnel are trying to call the Cashier's Office.

**REMINDER: TIMEKEEPERS/ALTERNATES ARE NOT AUTHORIZED TO PICK UP PAYROLL CHECKS. TEMPORARY EMPLOYEES ARE NOT AUTHORIZED TO PICK UP ANY TYPE OF CHECKS.**

CONCURRENCE:

*Pearline Kirk*  
Pearline Kirk, Controller  
OFFICE OF THE CONTROLLER

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## OFFICE OF THE CONTROLLER CASHIER'S SECTION FY 2020

**AUTHORIZED PERSONNEL TO PICK UP PAYROLL & REIMBURSEMENTS**  
TEMPORARY EMPLOYEES ARE NOT AUTHORIZED TO  
PICK UP PAYROLL AND REIMBURSEMENTS.

DEPARTMENT NAME

DEPT. NUMBER

EXT/PHONE NO.

**AUTHORIZED PERSONNEL, ON LEAVE, CANNOT REQUEST INFORMATION OR SIGN OUT  
FOR ANY CHECKS, PAYROLL AND/OR REIMBURSEMENTS**

**PLEASE LIST ALL DEPARTMENT PERSONNEL WHO WILL BE AUTHORIZED TO PICK UP PAYROLL**  
NOTE: *TIMEKEEPERS/ALTERNATES ARE NOT AUTHORIZED TO PICKUP PAYROLL*

PLEASE TYPE OR PRINT NAMES:

SAMPLE SIGNATURE:

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**PLEASE LIST ALL DEPARTMENT PERSONNEL WHO WILL BE AUTHORIZED TO PICK UP  
REIMBURSEMENT AND/OR VENDOR CHECKS**

PLEASE TYPE OR PRINT NAMES:

SAMPLE SIGNATURE:

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EFFECTIVE DATE: \_\_\_\_\_

PRINT PROGRAM DIRECTOR/MANAGER'S NAME

DIRECTOR'S SIGNATURE

**ORIGINAL FORM MUST REMAIN IN CASHIER'S OFFICE**  
**PLEASE DO NOT DUPLICATE THIS FORM**

Please use BLUE or BLACK INK. NO-WHITE OUT OR CORRECTION FLUID/TAPE.