



OFFICE OF THE CONTROLLER
CASHIER'S SECTION
FY 2019

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:

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

PLEASE TYPE OR PRINT NAMES:

SAMPLE SIGNATURE:

EFFECTIVE DATE: _____

PRINT PROGRAM DIRECTOR/MANAGER'S NAME

DIRECTOR'S SIGNATURE