



**DR. BUU NYGREN** *PRESIDENT*  
**RICHELLE MONTOYA** *VICE PRESIDENT*

The Navajo Nation | Yideeskáądi Nitsáhákees

**OFFICE OF THE CONTROLLER**  
**CASHIER'S SECTION**  
**FY 2023**

**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.
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**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:** \_\_\_\_\_

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<b>PRINT PROGRAM DIRECTOR/MANAGER'S NAME</b>	<b>DIRECTOR'S SIGNATURE</b>
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