



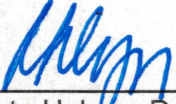
**DR. BUU NYGREN** *PRESIDENT*  
**RICHELLE MONTOYA** *VICE PRESIDENT*

The Navajo Nation | Yideeskáądi Nitsáhákees

September 05, 2023

**MEMORANDUM**

**TO: ALL DIVISIONS, DEPARTMENTS AND PROGRAMS**

**FROM:**   
Roberta Holyan, Delegated Accounting Manager  
**Cashier's Section**  
**OFFICE OF THE CONTROLLER**

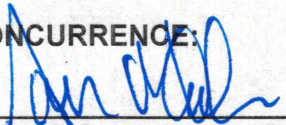
**SUBJECT: FY'2024 PAYROLL/REIMBURSEMENT SIGNATURE AUTHORIZATION FORM**

Please find the Signature Authorization Form for FY'2024 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 and reimbursement check, as indicated on the form.** The deadline to submit the Signature Authorization Form is September 29, 2023.

**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.** **The 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 AND 90 DAY PROBATIONARY STATUS EMPLOYEES ARE NOT AUTHORIZED TO PICK UP ANY TYPE OF CHECKS.**

**CONCURRENCE:**   
Sean McCabe, Interim Controller  
**OFFICE OF THE CONTROLLER**



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

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**OFFICE OF THE CONTROLLER**  
**CASHIER'S SECTION**  
**FY 2024**

**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:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

\_\_\_\_\_

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