

DEPARTMENT REQUEST FOR APPROVAL TO DISTRIBUTE PAYROLL CHECKS

1. Responsibility for the safekeeping of the payroll checks is being assumed by the department head. Describe below the facilities and procedures proposed for securing the checks.

7. (OPTIONAL) The following people have alternate authority to pick up payroll checks from Payroll Services and distribute to employees of the department. Alternate designees agree to the above by signing below.

Employee Signature

Phone: