



# Payroll Distribution Authorization

This form authorizes employees to pick up and distribute Pay Warrants.

**Request Type:**

To assist Payroll Services and the Cashiers Office in processing this request, please indicate which statement describes the action to be taken. Then complete the employee information below.

- Add an authorization for a new Reporting Unit or Department.
- Replace an authorization for a Reporting Unit or Department already on file.
- Delete an authorization for a Reporting Unit already on file due to separation, etc.
- Record a change in name for someone already on file - Enter new information under Employee Information, below.

Old Name: Last, First, MI

### Employee Information

Last Name	First Name	MI	Email Address

Effective Date MM/DD/YY	Department Name	Phone Number	DeptID (5 digits)

Reporting Unit Name	Reporting Unit # (3 Digits)	DeptID (5 Digits)	Reporting Unit Name	Reporting Unit # (3 Digits)	DeptID (5 Digits)

Approved by Authorized Department Administrator			
Typed Name	Title	Signature	Date

Payroll Office Use:				Entered into Distribution List by Cashiers Office			
Initials		Date		Initials		Date	

Submit to:  
Payroll Services  
Student & Administration Building  
SA 2600