

DATE: [Enter Date Here]

TO: [Enter Warrant Officers Name Here]

[Enter Warrant Officers Title Here]

FROM: [Enter Employee’s Name Here]

[Enter Employee’s Title Here]

SUBJECT: Pay Warrant Distribution Instructions

University warrant distribution procedures state that pay warrants must be handed directly to each employee on payday, and if an employee is not present, the warrant must be handled according to written instructions previously received from that employee.

Please have the employee fill out the section below if the employee will not be present on payday. The completed from is to be retained by the Warrant Officer (WO).

If someone other than the employee is to pick up a warrant, written instructions must be given to the WO prior to payday.

In the event of my absence on payday, I request that my payroll warrant be handled as follows:

1. \_\_\_\_\_ Locked in a file cabinet or drawer in the office until the next working day
2. \_\_\_\_\_ Mailed to me (I understand I must provide a self-addressed stamped envelope prior to payday)
3. \_\_\_\_\_ Other (please describe below)
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_