County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667
Phone: (530) 621-5487 Fax: (530) 295-2535

JOE HARN, CPA
Auditor-Controller

Tsung-Kuei Hsu, CPA
Assustant Auditor-Controller

SUBJECT: Authorization to Approve Payroll Time Reports

Department _____ Deptment Number _____ Date _____

Please use this memo as authorization for the following employee(s) to approve and sign payroll time reports in my absence.

Name	Job Title	Signature	Appointing Authority Signature
Name	Job Title	Signature	Appointing Authority Signature
Name	Job Title	Signature	Appointing Authority Signature
Name	Job Title	Signature	Appointing Authority Signature
Name	Job Title	Signature	Appointing Authority Signature
Name	Job Title	Signature	Appointing Authority Signature