County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
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JOE HARN
Auditor-Controller

Tsung-Kuei Hsu
Assistant Auditor-Controller

SUBJECT: Authorization to Pick Up Department Payroll Checks

Department _____ Deptment Number _____ Date _____

Please use this memo as authorization for the following employee(s) to pick up and sign for payroll checks.

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
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