

## MEMORANDUM:

- To: Timekeepers
- From: Payroll Supervisor
- Subject: Update Authorized Signatures

Ensure that there are <u>2 (two) different signatures</u> on the AUTHORIZED TIMEKEEPER SIGNATURE line and the AUTHORIZED DEPT SIGNATURE line. The same person should NOT sign both areas.

Please provide Payroll with the following information and return to the Payroll Office ASAP:

Department:	
Primary Timekeeper:	
Alternate Timekeeper(s):	
Authorized Annauting Officer/Dont Head	
Authorized Approving Officer/Dept Head:	
Alternate Approving Officer/Dept Head:	
Authorized Person(s) for Check Pick-up:	

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