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**DEPARTMENTAL  
 AUTHORIZATION TO PICKUP  
 PAY WARRANTS/DIRECT  
 DEPOSIT STUBS**

**Employing Department**

The employees listed below are authorized to pickup from the Cashier's Office, payroll warrants and Direct Deposit stubs for their departmental personnel.

Name of Authorized Employee (Last, First, MI)	Signature of Authorized Employee	Date
<input type="checkbox"/> Add <input type="checkbox"/> Delete      Date _____		
(Cashier use)		

Name of Authorized Employee (Last, First, MI)	Signature of Authorized Employee	Date
<input type="checkbox"/> Add <input type="checkbox"/> Delete      Date _____		
(Cashier use)		

Name of Authorized Employee (Last, First, MI)	Signature of Authorized Employee	Date
<input type="checkbox"/> Add <input type="checkbox"/> Delete      Date _____		
(Cashier use)		

Name of Authorized Employee (Last, First, MI)	Signature of Authorized Employee	Date
<input type="checkbox"/> Add <input type="checkbox"/> Delete      Date _____		
(Cashier use)		

<b>Department Head Signature Authorization</b>	<b>Date</b>
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**Note:** persons authorized to pickup pay warrants may not be the same individual who signs attendance reports. Pay warrants must be kept in a locked and secure location. Pay warrants not given to employees within 5 working days must be returned to the Cashier's Office for further handling (per SAM 8580.5).

**Attitude Makes the Difference!**