

TEXAS TECH DEPARTMENT REQUEST FOR APPROVAL TO DISTRIBUTE PAYROLL CHECKS

This is to request that _____ be approved for departmental distribution of payroll checks.
Department Name

In making this request, it is hereby agreed:

1. Responsibility for the safekeeping of the payroll checks is being assumed by the department head. Describe below the facilities and procedures proposed for securing checks:

2. Information on paychecks is confidential, and distribution and custody of checks will be maintained with respect for that fact.

3. Employees requesting payroll checks to be directed to the department will be listed on a *Departmental Payroll Distribution List*, which will be signed by the account manager and submitted to Payroll Services.

4. Payroll checks will be released only to the named employee unless written authorization is given by the employee designating another person. The person designated by the employee will be required to provide the employee's Texas Tech ID, along with his/her own identification.

5. Upon receiving the payroll check, the employee or his/her designee will sign the transmittal listing.

6. Unclaimed payroll checks will be returned to Payroll Services by the third working day after payday.

7. (Optional) The following individuals have alternate authority to pick up payroll checks from Payroll Services and distribute to employees of the department. Alternate designees agree to the above by signing below:

Employee name, Alternate 1

Employee Signature

Employee name, Alternate 2

Employee Signature

Department Head (Printed)

Department Head Signature

Date