



Memorandum

Date:
To: Payroll Office
From:
Re: Authorization to Pay
Dept. Code:

This memo serves as authorization to pay the following employee(s):

Name	Empl ID	Contract Begin Date	Contract End Date	Amount	Pay Schedule	(Payroll Office Use Only)				Notes
						PS	AP	X	CA	

*Please Note - An employee cannot authorize his/her own pay, it must be approved by their supervisor or Dean

Signature of Budget Administrator _____ Date _____