

# UCLA PAYROLL CHECK DISPOSITION FORM

Departments may elect to have paychecks delivered to their department via campus mail or to pick up the checks at the Payroll Services window on payday. Checks delivered to the department via campus mail will be delivered by courier on payday to an authorized person in the department. If the courier cannot locate an authorized person in the department, the courier will return the checks to Payroll Services. Checks held for pickup at the Payroll Services window can also be picked up by Messenger Service if designated below in Section III. Departments electing to use the messenger service must also make arrangements with Messenger Service so they know to pick up the checks on payday. A completed form should be sent to UCLA-Payroll Services, Wilshire Center, Suite 620, MC: 141648. **Note:** Forms with original signatures are required. Faxed only forms are not accepted.

Select One: ☐ **Dispo 1 - Campus Mail via Courier** (Does NOT Include Messenger Service Pickup)

☐ **Dispo 3 - Department Pickup at Payroll Services** (Including arrangements made for Messenger Service Pickup)

## I. GENERAL INFORMATION:

**Check Address Code** (Dept Code):

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**Dept Name:**

\_\_\_\_\_

**Campus Address:**

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\_\_\_\_\_

## II. DEPARTMENT CONTACT PERSONS:

**Name**

**Phone No.**

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## III. DEPARTMENT PERSONNEL AUTHORIZED TO SIGN FOR RECEIPT OF CHECKS:

**Print Name**

**Signature**

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## IV. DEPARTMENT AUTHORIZATION FOR THE ABOVE INFORMATION:

**Signature:**

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**Date:**

\_\_\_\_\_

**Print Name:**

\_\_\_\_\_

**Phone No.:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_