



One University Boulevard  
La Grande, OR 97850  
Payroll, Inlow Hall Room 205  
(541) 962-3286

### Authorization to Pick up Payroll Check

I \_\_\_\_\_ give Eastern Oregon University payroll department permission to allow \_\_\_\_\_ to pick up my paycheck. I understand that this person is authorized to pick up my paycheck for this pay period only unless specified below. I understand that my paycheck will not be released to this person if they do not provide photo ID upon pickup. Form must be provided to payroll prior to the 25th of the month.

Reason for having check picked up:

I want my check picked up (choose one)

One Time Only: \_\_\_\_ Other: \_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### **ALL AUTHORIZED PAYROLL CHECKS TO BE PICKED UP ARE SUBJECT TO APPROVAL**

**Employee:**

Printed Name: \_\_\_\_\_ ID# \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Name of person authorized to pick up check:** \_\_\_\_\_  
(This person must have a state issued ID with them to pick up the check)

**Picked Up By:**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Office Use Only**

Date Received: \_\_\_\_\_ Approved by: \_\_\_\_\_