



One University Boulevard  
La Grande, OR 97850  
Payroll, Inlow Hall Room 224  
(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.

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: \_\_\_\_\_