GS 2053 (EST. 1/2003) — OFFICE OF HUMAN RESOURCES

PAYROLL WARRANT RELEASE

☐ AM ☐ EARLY RELEASE

☐ PM ☐ EARLY EARLY RELEASE

ACCOUNTING USE ONLY

		DATE COMPLETED
☐ WARRANT(S) RELEASED	AM ☐ PM ☐	
☐ HOLD/FORWARD/ RETURN	AM ☐ PM ☐	
☐ RECOVER AR/RF (SPLIT)	AM ☐ PM ☐	

TO: ACCOUNTING OFFICER

FROM: PERSONNEL SPECIALIST PHONE#

DATE:

WARRANT ISSUE DATE:

☐ Master Payroll ☐ Intermittent Payroll /Casual

☐ Supplemental Payroll ☐ Garnishment Payroll

EXCEPTION - RELEASE TO UNIT:

RELEASE WARRANT(S)

AGENCY/UNIT	WARRANT NUMBER(S)	# WARRANTS RELEASED	TOTAL #WARRANTS RELEASED	DIRECT DEPOSIT NUMBER(S)	# OF DIRECT DEPOSITS (DD)	TOTAL # DD's RELEASED	TOTAL DDS & WARRANTS RELEASED	COMMENTS

HOLD /FORWARD/ RETURN WARRANT(S)

AGENCY/UNIT	WARRANT NUMBER(S)	HOLD/ FORWARD/ RETURN	NAME	SPECIAL INSTRUCTIONS

RECOVER ACCOUNTS RECEIVABLE OR REVOLVING FUND (SPLITS)

AGENCY/UNIT	[ ] Warrant # [ ] Personal Check	EMPLOYEE NAME	ABMS#	NET AMOUNT OF WARRANT	PAY PERIOD	AMT. OF AR/SA	BAL DUE TO EE

COMMENTS