

Authorization to Receive Checks From Disbursements, Payroll and Orange County Department of Education Courier Services

The following employees are authorized to receive payroll checks, vendor checks and other documents from the Orange County Department of Education and/or OCDE Courier Services for the _____ School District for the period of **July 1, _____ through June 30, _____**. New Authorization forms will be submitted annually for periods beginning **July 1** of each year. An amendment in the form of a letter or memo with the addition or deletion will be submitted immediately to notify of any changes occurring in the interim.

Printed Name

Signature

**Authorized by Superintendent, Assistant
Superintendent, Director or Business
Manager**

Signed Date

Please complete and return original to:

*Disbursement Services
Orange County Department of Education
200 Kalmus Drive
Costa Mesa, CA 92628*