



BEE COUNTY – HR DEPARTMENT CHECK PICK-UP REQUEST

I _____ am the person designated to pick up payroll check on behalf of:
(Print Individual's Name)

_____. This is for the **SPECIAL** (i.e. Tobacco Grant payroll,
(Print Employee's Name)

Border Star payroll, Longevity) Payroll cycle: PPE: _____ and

Pay Date: _____.

Method of Communication: Phone call request from: _____.

Signature of Individual

Date

Adriana Casarez – HR Director

Coleen Borrego, Payroll Assistant

or

Jaime Castillo, HR Specialist