Chabot-Las Positas Community College District
SALARY WARRANT DELIVERY REQUEST

I understand my salary warrant will be coded for automatic delivery as authorized below and will continue until a written request to change has been received.

My salary warrant should be distributed to the following location:

_____ Chabot faculty mailbox - This option is only available to faculty that have been assigned a Chabot campus mailbox. (Code 17)

_____ Chabot College, Business Services Office personal pick up - Warrants will be held at Building 200 (Code 19)

_____ Release my salary warrant to the designated Chabot courier for the area below - Courier must be designated by the area Administrator.

____ Children's Center (Code 06)

____ Academic Services (Code 07)

____ MIS (Code 08)

____ Counseling/Career Center Student Personnel (Code 09)

____ PE/Athletics (Code 10)

____ Administration Building (Code 19)

____ Maintenance & Operations (Code 12)

____ Admissions & Records (Code 13)

____ Learning Resources Center (Code 14)

____ Special Student Services (Code 22)

____ Bookstore (Code 15)

_____ Las Positas College (Code 20)

_____ Home address via U.S. Mail: (Code 18)

Home address: _____

_____

_____ Direct Deposit **(complete a Direct Deposit Form) -** voucher to be sent via U.S. Mail

_____ District Office, 5020 Franklin Drive, Pleasanton (Code 30) personal pick up.

I UNDERSTAND THAT MY SALARY WARRANT WILL BE MAILED VIA U.S. MAIL THE NEXT WORKING DAY IF NOT PICKED UP PRIOR TO 5:00 P.M. ON PAYDAY.

_____ _____

Print Name **Social Security Number**

_____ _____

Position Title **Division/Office/Area Assigned**

_____ _____

Date **Signature**

Posted by HR _____ by _____
Date Initial

Revised 7/27/05
(p:/HR/salary warrant.doc)