

# MODOC COUNTY OFFICE OF EDUCATION

139 HENDERSON STREET ■ ALTURAS, CA 96101  
(530) 233-7107

## PAYROLL RELEASE AUTHORIZATION

**Org Number:** (Circle one) 01 02 03 04 05 06 07

**THE ITEMS INDICATED BELOW HAVE BEEN REVIEWED AND ARE APPROVED BY THE DISTRICT'S AUTHORIZED SIGNER.**

PAYROLL SUMMARIES (PAY01) FOR THE:

- END OF MONTH PAYROLL DATED: \_\_\_\_\_
- SUPPLEMENTAL PAYROLL DATED: \_\_\_\_\_
- MANUAL PAYROLL DATED: \_\_\_\_\_

Payroll Gross \$ \_\_\_\_\_

Payroll Net \$ \_\_\_\_\_

# of Checks \_\_\_\_\_

# of ACH Advices \_\_\_\_\_

# of Pay Holds \_\_\_\_\_

ALL CERTIFICATED EMPLOYEES INCLUDED ON THIS PAYROLL HAVE VALID AND UP-TO-DATE CREDENTIALS OR TCCs.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DISTRICT AUTHORIZED SIGNATURE:** \_\_\_\_\_  
(Please fax the completed Payroll Release Authorization form to Becky Curnow at 530-233-5531 by the payroll cutoff date.)