



UNDELIVERED PAY WARRANTS

Bayramian Hall, Room 100R

Phone: (818) 677-8000 Option 1

Mail Code: 8214

When the Department Designated Representative (DDR) is unable to deliver live pay warrants to an employee within 10 business days of distribution, the warrants must be returned to University Cash Services along with this form.

For more information, please refer to section II, item #8 of the [Pay Warrant Distribution Procedure](#).

Department Name: _____ Dept ID(s): _____

Name: _____ Empl ID: _____ Warrant#: _____ Issue Date: _____

Last Name, First, Middle Initial

Name: _____ Empl ID: _____ Warrant#: _____ Issue Date: _____

Last Name, First, Middle Initial

Name: _____ Empl ID: _____ Warrant#: _____ Issue Date: _____

Last Name, First, Middle Initial

Name: _____ Empl ID: _____ Warrant#: _____ Issue Date: _____

Last Name, First, Middle Initial

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Last Name, First, Middle Initial

Name: _____ Empl ID: _____ Warrant#: _____ Issue Date: _____

Last Name, First, Middle Initial

Name: _____ Empl ID: _____ Warrant#: _____ Issue Date: _____

Last Name, First, Middle Initial

Prepared by: _____ Signature: _____ Date: _____

Supervisor: _____ Signature: _____ Date: _____

UCS Received by: _____ Signature: _____ Date: _____