



SACRAMENTO
STATE

Bursar's Office

CHECK PICK-UP REQUEST FORM

DEADLINE FOR SUBMISSION: MARCH 27, 2018

Master payday falls on Friday, March 30, 2018, the day Cesar Chavez's birthday is being observed. Paychecks will be released in person only upon written request. Therefore, if you would like to pick up your payroll check on March 30, 2018, please fill out the section below and return this form to the Bursar's Office (campus zip 6052) by March 27, 2018.

Please bring your photo ID to pick up your check in the PUBLIC SERVICE BUILDING LOBBY (Campus Police Department) on Friday, March 30, 2018 from 8:00am – 10:00am.
(PLEASE NOTE: PUBLIC SERVICE STAFF WILL ONLY HAVE CHECKS THAT ARE REQUESTED FOR PICK UP.)

If you request to pick up your check on March 30, 2018 and are not able to do so, you will have to pick your check up in the Bursar's Office (Lassen Hall 1001) on or after April 2, 2018 after 9:00 am.

PLEASE PRINT CLEARLY AND COMPLETE ALL ITEMS:

_____	_____	_____
First Name	Middle Initial	Last Name

Department and College or Department and Division		
<i>(Examples: English, Arts & Letters or Career Center, Student Affairs)</i>		
Last four digits of SSN _____	Campus Phone Extension _____	
Contact Phone Number (on March 30, 2018) _____		

*Please return this completed form to the Bursar's Office, campus zip 6052 by March 23, 2018.
If you have any questions, please call Disbursements at x87422.*