



# PAYROLL PROCESSING REQUEST FORM

Please check boxes in only one section.

\_\_\_\_\_ District Name

**Regular Warrants, Manual Warrants, Duplicate Warrants**

**FAX this form and the following document to ACOE Computer Operations – 510 670-4287.**

Pay Day Summary Approved and signed.

Pay Date \_\_\_\_\_

Fiscal Year \_\_\_\_\_

Schedule Type \_\_\_\_\_ 1=Regular, 2=Manual, 3=July Arrears  
4=August Arrears, 5=Prior Year

**Warrant Types to be Printed - Please check one box below.**

- Employee Warrants, Employee Direct Deposit Advices, and Vendor Warrants
- Employee Warrants and/or Employee Direct Deposit Advices Only
- Vendor Warrants Only
- No Warrants Printed – Labor Distribution Posting Only

**Warrant Sequence – Please check one box below.**

- Employee Name Order
- Site Order
- Person Type (CE/CL), Site Order

**Cancelled Employee Warrants**

**Forward this form and the following documents to ACOE District Business Services.  
DO NOT FAX to Computer Operations.**

- Original Cancelled Warrants Do not write “VOID” on the warrants.
- Signed Warrant Registers Two copies.
- JE Summary by Object Report

**Please FAX Cancelled Warrants to Gary Rose at 510 670-7700.**

**Stop Payments – Follow Cancelled Warrants Instructions**

**Forward this form and the following documents to ACOE District Business Services.  
DO NOT FAX to Computer Operations.**

- Stop Payment Notices Replace “Stop Payment” with “Cancel” on Notices
- Signed Warrant Registers Two copies.
- JE Summary by Object Report

**Please FAX Stop Payment Notices to Gary Rose at 510 670-7700.**

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_