

Agency Authorization for Warrant Pickup Form Instructions

Part I – Distribution Method (within Travis County)

You may designate more than one distribution method in box 3. If you indicate more than one method, please identify the primary distribution method that will be used daily. If you choose a delivery service, please indicate the name of the company. All agency personnel and delivery representatives must be listed on the back side of the form to be authorized to pick up warrants for your agency (original signatures only). Additional names may be submitted by using more than one form; however, all supplemental forms must be signed by the chief fiscal officer or agency head.

If an agency representative or delivery representative will no longer be authorized to pick up warrants for your agency, two options are available to notify the Comptroller's office.

Option 1

A letter can be submitted requesting that certain personnel be removed from the current authorization form. The letter must list those names and have an original signature from the chief fiscal officer or agency head.

Option 2

A new authorization form can be submitted that will supersede the current form. On the back, check the box "replacement." Every authorized person must sign it again to be authorized.

Part II – US Postal Service or Courier Service (outside Travis County)

Agencies outside the Travis County area should include the address where warrants should be mailed. For warrants issued daily, complete the address information in box A. For your convenience, post-dated payroll warrants may be mailed by United Parcel Service (UPS). Since UPS will not deliver to a post office box, please provide a physical address in box B. Include department names and suite or room numbers as necessary.

Part III – Contact Person

In the event the Comptroller’s office must contact your agency regarding warrant distribution, please provide a name and phone number for each type of warrant — payroll and bills. If the same person is the contact for both types, indicate “Same” in the Bills field.

Part IV – Authorized Signature

The chief fiscal officer or agency head must sign this form and supplemental forms for additional authorized agency representatives or delivery representatives. If there is a change in the chief fiscal officer (CFO) or agency head, this authorization is binding on the successor until a new form is signed by the new CFO or agency head and by each authorized agency employee. All signatures must be original.