



Memorandum

Date:
 To: Payroll Office
 From: Principal Investigator
 Re: Pay Distribution & Authorization to Pay
 Project #:
 Grant Name:

This memo serves as authorization to pay the following employee(s):

(Payroll Office Use Only)

Name	Empl ID	Amount	Work Begin Date	Work End Date	Number of Pays	First Pmt to Begin Date	PS	CA	ADL Pay	Excel SS

*Please Note - A PI cannot authorize his/her own pay, it must be approved by their supervisor or Dean

For Administrative Use Only:

Signature of Principal Investigator/Date _____

Approved by FGMO/Date _____