



Texas A&M University- Corpus Christi Budget Verification Document (BVD) Electronic Payroll Authorization Form

Date:

Department:

Adloc (s) listed below:

Authorized Signers:

Department Administrator

Primary :

Print Name

Signature

Delegate:

Print Name

Signature

Delegate:

Print Name

Signature

Department Approver

Primary :

Print Name

Signature

Delegate:

Print Name

Signature

Delegate:

Print Name

Signature

I authorize the person(s) listed above to approve the department monthly payroll expenditure.

Department Head (Print)

Signature

Date

The **ADLOC** is the administrative location assigned to each employee. The Payroll Department assigns an ADLOC to each department or functional area. It is a logical grouping of employees who report to one administrator. A list of ADLOCs is on the Payroll website, click on Electronic Payroll Action.

For the BVD-Monthly Payroll a Departmental Administrator and Departmental Approver must be assigned, and a delegate for each role. **BVD-Monthly Payroll** is the on-line payroll program for the monthly payroll. (*Note: In smaller departments, the Dept. Admin. & Dept.Approver **and their delegates, could be the same people**).

The VP/Dean/Department Head has the authority to sign all forms pertaining to his/her department. It is recommended that you authorize at least one other individual to sign in your absence. If there is a personnel change within the department or a modification is needed, please submit a new (revised) authorization form to the Payroll Department at USC 116- Unit #5739.