

Checks are only reissued on Fridays

GALENA PARK INDEPENDENT SCHOOL DISTRICT

Lost Check Form

Employee Name (Please Print): _____
Last First MI

Employee ID#: _____

City, State Zip

Phone Number: _____

Payroll Check Date: _____

Payroll Check was: Lost _____ Never Received _____ Destroyed _____

‡ , K H U H E \ D X W K R U L] H * D O H Q D 3 D U N , Q G H
payment on the payroll check listed D E R Y H .

(P S O R Signature

Date

Should you receive your check you must notify the Payroll Services Department immediately before cashing it.