Checks are only reissued on Fridays.

GALENA PARK INDEPENDENT SCHOOL DISTRICT

Lost Check Form

Employee Name (Please Print):Last	First	MI
Employee ID #: Loc	eation:	
Current Mailing Address:Street/PO Box	City, State	Zip
Phone Number:		
Payroll Check Date:		
Payroll Check was: Lost Never Received _	Destroyed	
"I hereby authorize Galena Park Indep payment on the payroll		•
Employee's Signature	 Date	

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