



**GUAM PUBLIC SCHOOL SYSTEM
OFFICE OF THE SUPERINTENDENT**

*P.O. Box DE
Hagåtña, Guam 96932
Telephone: (671) 475-0457/0461
Fax: (671) 472-5003*

*Email: lreyes@gdoe.net
www.gdoe.net*



STANDARD OPERATING PROCEDURES

Effective Date: November 01, 2006

No. 06-005

SUBJECT: Authorization to Pick Up Payroll Checks

INQUIRIES: Payroll Section

This Standard Operating Procedure supercedes all other Guam Public School System (GPSS) regulations previously issued on the topics contained herein.

The only individuals authorized to pick up payroll checks for their respective divisions or schools are:

1. Division Heads
2. Principals
3. Assistant Principals
4. Administrative Officers
5. Timekeepers
6. Employees authorized by the Division Head or Principal in writing

All authorizations to pick up payroll checks for any Guam Public School System employee must be notarized.



LUIS S.N. REYES
Superintendent of Education

11/01/06
DATE