



STEPHEN P. CLARK CENTER

FINANCE DEPARTMENT  
OFFICE OF THE DIRECTOR  
SUITE 2620  
111 N.W. 1st STREET  
MIAMI, FLORIDA 33128-1995  
(305) 375-5080

### APPROVAL FORM FOR FLYER DISTRIBUTION WITH PAYCHECKS

Department or  
Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State &  
Zip: \_\_\_\_\_

**Contact Person Information:**

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please check one box:**

- Approved/Contracted County Vendor     County Sponsored Program     Other

**\*\*\*\* Please attach a sample of the flyer \*\*\*\***

Payday Request for Distribution: \_\_\_\_\_  
(One week advance notice is required.)

Distribution for:    \_\_\_\_\_ All County Employees  
                                 \_\_\_\_\_ County Employees in Downtown area ONLY

RETURN FORM TO:                    CLAUDIA R. GARCIA  
   FINANCE DEPT. /PAYROLL UNIT  
   111 N.W. 1st STREET, SUITE 2620  
   MIAMI, FLORIDA 33128  
   Phone# 305-375-4034 Fax# 305-375-2570

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 Disapproved/  
 Approved by: \_\_\_\_\_  
   SUSANNE M. TORRIENTE, ASSISTANT COUNTY MANAGER/CHIEF OF STAFF or  
   GRACIELA CESPEDES, DEPUTY FINANCE DIRECTOR

Date: \_\_\_\_\_