



MIAMI-DADE COUNTY
HUMAN RESOURCES DEPARTMENT
PAYROLL & INFORMATION MANAGEMENT
FISCAL YEAR 2020-21 AUTHORIZED SIGNATURES

Department Name

Department Personnel Representative (DPR)

Department Director	Signature	Initials

Department Director authorized on all sections.

DEPARTMENT DIRECTOR ALTERNATE FOR VOUCHERS

	Signature	Print Name	Initials
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			

PERSONNEL CHANGE DOCUMENT (PCD)

	Signature	Print Name	Initials
Department Personnel Representative			
Name			
Name			
Name			
Name			
Name			
Name			
Name			
Name			

SPECIAL LEAVE POOLS

	Signature	Print Name	Initials
Department Personnel Representative			
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			

VOUCHER REQUEST AUTHORIZATION

Please be advised there is a \$25.00 processing fee for all vouchers. Voucher Request forms must be signed by both a DPR (or alternate) and the Department Director (or Department Director Alternate)

Department Personnel Representative

	Signature	Print Name	Initials
Department Personnel Representative			
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			

TUITION REFUND - Approval to Participate

	Signature	Print Name	Initials
Designee Name (Optional)			
Designee Name (Optional)			
Designee Name (Optional)			
Designee Name (Optional)			

TUITION REFUND - Claim Form

Department Personnel Representative (DPR) / Tuition Refund Coordinator (TRC)

	Signature	Print Name	Initials
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			

TUITION REFUND - Attachments (Supporting Documents)

If someone from the department, other than the DPR or TRC, is authorized to review and sign online copies of grades or receipts (supporting documentation), please indicate below.

	Signature	Print Name	Initials
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			
Alternate Authorized Name (Optional)			

ePARs

AUTHORIZED TO SUBMIT FILES (PAYABLE TIME)

Authorized Name	Employee ID