



MIAMI-DADE COUNTY
HUMAN RESOURCES DEPARTMENT
PAYROLL & INFORMATION MANAGEMENT

VOUCHER REQUEST FORM

Date

Employee ID	Last Name	First Name
Dept-Div-Loc	Index Code	
Reason for request:		

Authorizing Signatures

	Signature	Print Name	Date
Departmental Personnel Representative			
Department Director			

For Human Resources and Finance use only

	Signature	Print Name	Date
Payroll & Information Management			
Finance Department			

It is understood that the requesting department will be charged \$25.00 for processing this voucher.
 Please forward this request to Human Resources - Payroll and Information Management (PIM).