MEMORANDUM

DATE: January 17, 2012                  Program Center ________________________________

TO: Warrant Officers

FROM: Caryl Vickers-Harper
Manager, Student Financial Services

SUBJECT: Warrant Officer Update

We are updating our files and need the signatures of primary Warrant Officers and their alternates. Please type or print their name, extension and e-mail address and have them sign as they would when picking up warrants. Please also have it signed by the Dean/Director of your department.

Primary Warrant Officer

________________________________________________
(Print Name, Ext. and E-mail)

________________________________________________
(Signature)

Alternate Warrant Officer #1

________________________________________________
(Print Name, Ext. and E-mail)

________________________________________________
(Signature)

Alternate Warrant Officer #2

________________________________________________
(Print Name, Ext. and E-mail)

________________________________________________
(Signature)

Alternate Warrant Officer #3

________________________________________________
(Print Name, Ext. and E-mail)

________________________________________________
(Signature)

Authorizing Dean/Director

________________________________________________
(Signature) (Print Name)

Return this form to campus zip 6052. Thank You.