

Date:

To: Mr. Anthony Armijo, CPA, Controller
Department of Finance and Administration
407 Galisteo Street, Bataan Memorial Building
Santa Fe, New Mexico 87501

From: Name _____
Address _____

Dear Mr. Armijo;

Please consider the letter as your authorization to waive the 10 day waiting period for the direct deposit advice shown below, and to reissue such warrant according to the attached "Request for Manual Payroll Warrant" form.

Advice Number _____
Employee Name _____
Employee ID # _____
Advice Amount _____
Advice Date _____

Should this cancellation be returned to DFA mark insufficient funds, our agency will absorb any associated costs.

Respectfully yours,

This letter must be signed by the Administrative Authority or Chief Financial Officer and be on court letterhead