

# ATTENTION!

A warrant or revolving fund check has been received for an employee assigned to your unit.

Please bring this notice to the Region Office Cashier to collect the check/s. If the Cashier is not available, please see the Region Office Supervisor or Manager for assistance.

Remember, it is the responsibility of the recipient to safeguard employees' pay warrants and checks in a secured, vault, money chest, or other comparable locked storage that is adequate to safeguard until distribution to the employee or return to the Cashier.

*-Headquarters Division of Maintenance – Office of Personnel and Field Support*



Figure 1: LoCO Caltrans Liaison Coney of LOST COAST OUTPOST