



BEE COUNTY – HR DEPARTMENT ITEM PICK-UP REQUEST

I _____ am the person designated to pick up an important item
(Print Individual's Name)

(i.e. Driver's license, Keys, SS Card, etc.) on behalf of: _____
(Print Employee's Name)

Method of Communication: Phone call request from: _____.

Signature of Individual

Date

Adriana Casarez – HR Director

Coleen Borrego, Payroll Assistant

or

Jaime Castillo, HR Specialist