



California Institute of Technology

To: Human Resources -Records, MC 154-84

Date: _____

From: _____
Division/Department Administrator

Subject: Notary Public Approval & Authorization Form

The following employee has volunteered and has been approved as a Caltech notary public representative. He/she is aware of his/her responsibilities of serving the division/department as a notary public. In recognition for serving the campus community in this capacity, he/she is eligible for an additional \$100 per month compensation.

Employee Name: _____

Division/Department Name: _____

PTA to be Charged: _____

Effective Date: _____

A copy of the Notary Public Certificate is enclosed for the employee's personnel file.

Employee Signature

Date

Approved By: Division/Department Administrator

Date

Approved By: Compensation

Date