



# 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