



Cobb County Finance Department

Payroll Manual Check Request

Employee Name: _____

Badge Number: _____

Department: _____

Date: _____

Specific reason why the check is needed before the next pay date:

Post-Payroll Adjustment Form Must Be Attached For Approval

Department/Agency Head, Elected Official
or other Authorized Signature

Finance Department Approval

Department Representative

Phone Number

****If Payroll staff receives request by 11:00am, the check will be available after 3:00pm the same day.***