

The following **highlighted** forms can be routed electronically through docusign and no longer require ink signatures. Additionally, Bank Transfer (BT) and Wire Transfer (WT) forms can be routed through docusign and do not require ink signatures:

## Santa Cruz County Auditor-Controller's Intranet Auditor Forms, Instructions & Procedures

- **Auditor Forms Library**
  - **Fixed Asset Forms**
  - **Payroll Forms**
    - **Authorized for Payroll Pick-up**
    - **Auto Deposit Form - Payroll**
    - **Auto Deposit Form - Employee Travel**
    - **Deferred Compensation Deduction Form**
    - **Dependent Care Reimbursement Account Claim Form**
    - **Early Release of Pay Check Form**
    - **Employee Reimbursement Claim Form – AUD7B**
    - **Gross Pay Adjustment Form**
    - **Request for W-2 Reprint Form**
    - **Voluntary Deductions Authorization Form - County of Santa Cruz – AUD207**
    - **Voluntary Deductions Authorization Form - Special District – AUD207SD**
  - **Travel Forms**
    - **Conference/Training Request and Report Form - AUD-26C**
    - **Request for Auditor-Controller Pre-Approval - AUD-26L**
      - **Exceed per-diem lodging rate**
        - Lodging night prior
        - Rental Car
        - Lodging less than 50 miles away
        - Lodging night after
    - **Travel Reimbursement 2019 - AUD-26**
    - **Travel Reimbursement 2020 - AUD-26**
  - **Miscellaneous Forms**
    - **Affidavit and Record of Deposit - Aud 36 - PDF**
    - **Affidavit and Record of Deposit - Aud 36 - Excel**
    - **Affidavit to Obtain Duplicate of Lost or Destroyed Warrant**
    - **Affidavit to obtain duplicate of a lost or destroyed warrant - filing Instructions**
    - **Journal Form - Aud 48**
    - **Petty Cash Disbursement Voucher - Aud 77**
    - **Petty Cash Reimbursement - Aud 78**
  - **Budgetary Forms**
    - **Resolution Accepting Unanticipated Revenue – AUD60**
    - **Resolution Cancelling Estimated Revenues and Appropriations – AUD61**
    - **Request for Transfer or Revision of Budget Appropriations and/or Funds – AUD74**