UNITED STATES POSTAL SERVICE®

Emergency Salary Authorization (Only for non-receipt of salary check)

Employee Name	SSN	P/P-YY	Unit ID *(10-digit ID of office issuing the money order)*
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Position	Pay Location		Date

Emergency Salary authorized to employee due to non-receipt of salary check. Post Office™ or postal retail unit will:

1) Issue no-fee Money Order for the authorized amount.
2) Record this amount into AIC 754, Authorized Emergency Salary Issued, in their 1412, *Daily Financial Report*.
3) Keep PS Form 1608 on file locally.

No-fee postal money order is issued as an authorized emergency salary to the above employee for the amount of: $

Numeric Amount	Written Amount
$	Dollars

Money Order Number

Privacy Act Statement:
Your information will be used to administer your compensation and payroll request.

Collection is authorized by 39 USC 401, 409, 410, 1001, 1003, 1004, 1005, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS® or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel; and records pertaining to supervisors and postmasters may be disclosed to supervisory and other managerial organizations recognized by USPS.

Signature of Supervisor Authorizing the Emergency Salary	I hereby certify that I have received the above amount and will repay that amount upon receipt of my salary check.
	(Employee's signature and date)