



REQUEST FOR PAYMENT / STIPEND

There should be a corresponding casual short-term worker / additional duty form on file with HR

Employee	
Name:	School:
Project / Activity:	Your Role:

⇒ Complete this section if you do not have a regular position at the school, **sign below**

Casual employee completed short-term assignment select one Date Completed: _____

Extra Curricular/Co-Curricular Activities

Use this portion of the form if you have participated in extra-curricular or co-curricular work (e.g., coach, or advisor).

Other Duty: _____

⇒ Complete this section if you do have a regular position at the school, **sign below**

Regular employee completed additional duties select one

Curriculum/Committee Work

The payment will be paid out only after evidence of the work completed is submitted (including but not limited to: dates of meetings, a collection of work completed). This evidence must be attached to this form and submitted within 30 days of completing the work. For work in June, this form and the supporting documentation must be submitted no later than June 30 of the current year.

Description	Date(s)	Verified (Curr.Dir)

Add sheet if more room is needed

Extra Curricular/Co-Curricular Activities

Use this portion of the form if you have participated in extra-curricular or co-curricular work (e.g., coach, or advisor).

Employee Signature: _____

Date: _____

Supervisor / Admin

Evidence of work attached if applicable Stipend / Amount to be paid: \$ _____

Payroll deductions may apply

Funding: Local Title I Title II SWP IDEA-B Other: _____

Account Number to be charged: _____

Supervisor Signature: _____ Date: _____

Building Administrator Signature: _____ Date: _____

SU

To payroll: _____