



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

PAYROLL OFFICE

AUTHORIZATION FOR SUPPLEMENTAL SERVICE PAY
SUBMIT ONCE PER MONTH

Activity: **Bus Duty** _____ Charge to Expense Code: x.100.5.5150.132.122.09.000

Dates of Service: _____ School: _____

Employee ID	Employee Name	Hours	Hourly Rate	Total
			Total	

Principal's / Supervisor's Signature _____ Date _____

Director's Signature _____ Date _____

Submit to the Secondary Director at the Education Center one day prior to the Payroll Due Date.
 Fax: 208-235-3280