



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

AUTHORIZATION FOR SUPPLEMENTAL SERVICE PAY – STUDENT ACTIVITIES

Date(s) of Service: School:

Charge to Expense Code: X.100.5.5150.132.122.09.000

Table with 5 columns: Employee SSN/ID, Employee Name, Days/Hours, Rate, Total. Includes a summary row for GRAND TOTAL.

Principal/Supervisor's Signature: Date:

Check Number: Check Date: Check Amount:

Submit to the Business Office / Payroll Department with a check for the Grand Total amount. Please submit once per month, one day prior to the payroll due date. Make sure you have entered your check information above.

Original to Business Office / Payroll with check.