

AUTHORIZATION  
FOR  
SUPPLEMENTAL PAY FOR EXTRA DUTY

NOTE: Supplemental Pay for Extra Duty is paid to the employee only upon evidence of satisfactory completion of the extra duty assignment and according to the terms specified on the Annual Contract for Extra Duty issued to the employee. (No certified employee shall be eligible for supplemental pay unless he or she has been issued a Contract for Extra Duty.)

The following person has fulfilled the assignment indicated below and is eligible for payment as outlined in his/her Annual Contract for Extra Duty.

EMPLOYEE: \_\_\_\_\_

EXTRA DUTY ASSIGNMENT: \_\_\_\_\_

AMOUNT DUE: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

METHOD OF PAYMENT (see contract)  One Lump Sum  
 Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_  
PRINCIPAL OR SUPERVISOR

DATE: \_\_\_\_\_

.....  
(FOR PAYROLL AND PERSONNEL OFFICE USE ONLY)

Payment Approved: \_\_\_\_\_

Account Number: \_\_\_\_\_

AMT. PAID: \$ \_\_\_\_\_ DATE: \_\_\_\_\_ CHECK NO: \_\_\_\_\_

AMOUNT VERIFIED AGAINST EXTRA DUTY CONTRACT BY: \_\_\_\_\_