

# PAYROLL VOUCHER

SCHOOL: \_\_\_\_\_

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

ACCOUNT #: \_\_\_\_\_

SOCIAL SECURITY # (Last 4 digits) \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DATE(s) OF TRANSACTION(s): \_\_\_\_\_

RATE/HOUR \_\_\_\_\_

# OF HOURS \_\_\_\_\_

TYPE OF TRANSACTION - Check One

- |  |  |                                   |                                   |
|--|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Chapter 773               | <input type="checkbox"/> Adult Ed                | <input type="checkbox"/> Comm. Ed | <input type="checkbox"/> Coaching |
| <input type="checkbox"/> Officiating               | <input type="checkbox"/> After School Activities | <input type="checkbox"/> Tutoring | <input type="checkbox"/> Advisor  |
| <input type="checkbox"/> Other - Explanation _____ |  |                                   |                                   |

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

Vouchers must reach Central Office NO LATER than noon on the Monday preceding a pay day to ensure payment on the current warrant.

For Central Office Use Only

Employee# \_\_\_\_\_ Retirement YES NO

Print Form