

**SCHOOL DISTRICT OF WAUPACA
REQUEST FOR EXTRA DUTY PAY**

(Please forward this form to the Building Principal in charge of your activity)

TO: Building Principal
FROM: _____
SCHOOL: _____

Describe in detail (ie: boys or girls, supervisor, ticket taker, football, basketball, etc.) the job performed on specific dates. If you are unsure of the amount – please refer to the extra-curricular pay chart. **IT IS MANDATORY THAT THE START, END AND HOURS WORKED BE COMPLETED – PAYMENT CAN NOT BE MADE WITHOUT THIS INFORMATION.**

DATE	ACTIVITY	START TIME	END TIME	HOURS WORKED	PAY AMOUNT

TOTAL = \$ _____

DATE: _____

SIGNED: _____

ADDRESS: _____

APPROVAL OF PRINCIPAL: _____

DATE OF APPROVAL: _____

ACCOUNT NUMBER: _____

Turn this voucher in prior to payroll due date and you will be paid for these activities on the next scheduled check after the voucher is received by the District Office