

Lakeland Joint School District #272

P.O. Box 39, Rathdrum, Idaho 83858
208/687-0431, ext. 1107
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**LJSD Vision: A community committed to academic excellence ...
dedicated to student success.**

This form shall be used for a one-time payment for an extra assignment, which is not included with an employee's normal wages. After completing this form please email it to the HR Director at: bcunningham@lakeland272.org.

This certifies that _____ has been
assigned the following duties _____
at _____ school/
department.

Amount to be paid \$ _____ in one lump sum on _____ (month)
payroll.

Requesting Administrator/Director: _____ Date: _____

FOR HR AND PAYROLL USE ONLY

Budget Team Approval _____ Date: _____

Funding Account: _____

Additional Notes:
