



**POCATELLO/CHUBBUCK SCHOOL DISTRICT 25**

**LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW**

**PAYROLL OFFICE**

**AUTHORIZATION FOR SUPPLEMENTAL SERVICE PAY**  
**SUBMIT ONCE PER MONTH**

Activity: **Bus Duty** \_\_\_\_\_ Charge to Expense Code: 100 E 515000 132 122 000

Dates of Service: \_\_\_\_\_ School: \_\_\_\_\_

Employee ID	Employee Name	Hours	Hourly Rate	Total
			Total	

Principal's / Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to the Secondary Director at the Education Center one day prior to the Payroll Due Date.  
 Fax: 208-235-3280