



USD 250 PITTSBURG COMMUNITY SCHOOLS

STIPEND REQUEST FORM

STEP 1A – COMPLETE TOP PORTION AND SIGN
STEP1B – ROUTE TO PRINCIPAL

1

NAME: _____ DATE: _____
(PERSON MAKING REQUEST)

BUILDING: _____

PROPOSED FUND

STIPEND PROPOSAL/ACTIVITY

DATE(S)	FROM:	TO:	TIME	
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<input type="checkbox"/> BLDG	
<input type="checkbox"/> DIST	

# OF HOURS		x \$	HOUR	= \$	x		PARTICIPANTS =	\$
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DESCRIBE ACTIVITY

EMPLOYEE SIGNATURE _____ DATE _____

STEP 2A – NON-APPROVAL BY PRINCIPAL THEN ROUTE BACK TO REQUESTER
STEP 2B – PRINCIPAL APPROVAL THEN ROUTE TO DISTRICT OFFICE

2

STIPEND ACTIVITY APPROVAL

YES PRINCIPAL SIGNATURE _____ DATE _____
 NO DISTRICT ADMINISTRATOR SIGNATURE _____ DATE _____

STEP 2C – DISTRICT ADMINISTRATOR APPROVAL OR NON-APPROVAL - ROUTE BACK TO BUILDING PRINCIPAL/REQUESTER

STEP 3A – REQUESTER ROUTES BACK TO DISTRICT OFFICE WITH SIGNATURE/SIGN IN SHEET AND PDC BUILDING CHAIR SIGNATURE
STEP 3B – STATE & FEDERAL FUND SIGN-OFF
STEP 3C – BUSINESS OFFICE SIGN-OFF

3

ACTIVITY COMPLETED – PAYROLL PROCESSING

SINGLE PARTICIPANT/SUBMITTED BY SIGNATURE _____
 MULTIPLE PARTICIPANTS/SEE ATTACHED SIGN IN SHEET

FINAL APPROVAL FOR PAYMENT

AMOUNT _____ FUND # _____ FUND NAME _____
 AMOUNT _____ FUND # _____ FUND NAME _____
 AMOUNT _____ FUND # _____ FUND NAME _____

PDC BUILDING CHAIR _____ DATE _____

STATE/FED FUND ADMIN _____ DATE _____

