

NEWPORT BOARD OF EDUCATION
EMPLOYEE ADDITIONAL PAY
INVOICE

Date

Employee Number

Name

Location

All fields must be filled out prior to submission to Finance. If form is returned for missing information it will be pushed back to the next pay date.

Hours Completed	Name of PD/Activity	ORG	Object	Project	Hourly Rate	Amount
Total Gross Amount to be Paid						

Employee Signature

Principal or
Supervisor Signature

Grant Coordinator
(if applicable)

Form must be submitted via the link on the District Finance Office webpage.