



PITTSBURG COMMUNITY SCHOOLS USD 250

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STIPEND REQUEST FORM

STEP 1A – COMPLETE TOP PORTION AND SIGN

STEP 1B – ROUTE TO PRINCIPAL

1

NAME: _____ DATE: _____
(PERSON MAKING REQUEST)

BUILDING: _____

PROPOSED FUND

STIPEND PROPOSAL/ACTIVITY

DATE(S)	FROM:	TO:	TIME	<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 _____ DATE _____

NO SIGNATURE _____ DATE _____

YES DISTRICT _____ DATE _____

NO ADMINISTRATOR _____ 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 _____