Lakewood School District
Payroll Action Form

☐ Extra Pay ☐ Substitute Authorization ☐ Extended Days ☐ Other

NAME: _____ LOCATION: L _____

POSITION: _____

Approved Activity

List approved dates, hours, rate of pay and account code

Approved Activity:

Date(s)	Hour(s)	Rate of Pay (Curriculum/Per Diem)	Account Code

_____ _____

Signature of Employee (Only needed for extra pay) Date

_____ _____

Signature of Authorized Official Date

☐ Entered by Payroll Date: Total Amount:

Revised: 1-17-06