

Federal Programs Substitute Hired Form

FP 100-5

(This form is to be filled out and turned in to the Federal Programs "AFTER" the substitute has worked. The substitute must sign the teacher's payroll. This form needs to be turned in by the 15th of each month after the date of substitution. The substitute will be paid from the teachers' payroll. We will reimburse the proper budget on the 16th of every month after we have verified the information sent in this form and if there is an approval on a request for expenditure turned in to the Federal Programs Department prior to the date of the substitution.)

If you have any questions or concerns, please our office 217-4170 Ext. 2403.

School _____ **Approved Request #** _____

Teacher's Name: _____

Name of Substitute: _____

Substitutes Emp. I.D. # _____

Date Substituted: _____

Time (hrs, days,etc.) _____

Reason for Substitute _____

To be filled out by Federal Programs Department

Number of days Substituted _____

Payment per day _____

TOTAL PAYMENT: \$ _____