THINK LEARN BE MORE TOGETHER

POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

PAYROLL OFFICE

AUTHORIZATION FOR SUPPLEMENTAL SERVICE PAY
SUBMIT ONCE PER MONTH

Activity: **Lunch Duty**_____ Charge to Expense Code: 100 E 515000 132 122 000

Dates of Service: _____ School: _____

Employee ID	Employee Name	Days	Rate	Total
		1.00	$7.50 / DAY	$ 7.50
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			$7.50 / DAY	
			Total	$ 7.50

Principal's / Supervisor's Signature _____ Date _____

Director's Signature _____ Date _____

Submit to the Secondary Director at the Education Center one day prior to the Payroll Due Date.
Fax: 208-235-3280