



# Parma School District #137

Striving for Excellence

**POLICY NO: 877F3**

## Employee's Certification Assurance Form

Parma School District #137  
805 E. McConnell Ave. - Parma, ID 83660

(208) 779-4069 - phone  
(208) 779-4080 - fax

### Employee Certification / Assurance

PURPOSE OF THIS FORM: This form is to be completed by any employee funded full time (100%) from a single federal grant award. Use this form if the School District requires each full-time employee to sign a separate certification/assurance.

Employee: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

Cost Objective (Program Activity)	Grant Program	Fund Code – Function Code	Distribution of Time (Percentage of Hours)

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
School Name/Job Location

Reviewed by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_