

MONITEAU SCHOOL DISTRICT

(Please Check One)

- ☐ Request for Advance Approval
- ☐ Request for Hourly Pay (advance approval granted)

Employee Name: _____

Activity: _____

Recommendation of Immediate Supervisor: _____

Superintendent's Approval: _____

Comments: _____

NOTE: Completed form must be submitted to the payroll clerk by the 12th of the month to make the payroll of the 20th; and by the 27th of the preceding month to make the payroll of the 5th.

Date(s)	Description of Event(s)	Hours

Employee's Signature

Total Hours