

# MONITEAU SCHOOL DISTRICT

2021      2022      School Year

(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 ayrol of the 20th; nd by the 27th of the precedingmonth to make the payroll of the 5th.

Date(s)	Description of Event(s)	Hours

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

<b>Total Hours</b>