

**APPENDIX G**

**EXTRA DUTY PAYMENT VOUCHER**

\_\_\_\_\_  
Date

Employee's Name \_\_\_\_\_  
(Last) (First) (Middle Initial)

Building \_\_\_\_\_

Assignment: \_\_\_\_\_

Reason for Assignment \_\_\_\_\_  
\_\_\_\_\_

Hours or minutes of assignment \_\_\_\_\_

Amount to be paid \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature and Approval

\_\_\_\_\_  
Teacher's Signature

Building principals will submit this form to the Business Manager's Office.

\_\_\_\_\_  
Business Office Verification