

## Procedures for Payroll Billing Forms

- Payment for Extra Work is issued on the 15<sup>th</sup> of each month.
- Billforms should be sent to the Payroll Department ***no later than the first day of the month*** in which payment is to be issued. Billforms must be signed by the person requesting payment and the School Principal. All signatures must be original. Photocopied signatures are not acceptable.
- Billforms should be submitted each month so that the Business Administrator can accurately project current and future expenditures.
- Date(s) of service must be provided on the billform.