

FITNESS CENTER

PAYROLL CLAIM FORM

MORAVIA CENTRAL SCHOOL DISTRICT
PO BOX 1189, MORAVIA, NEW YORK 13118

Claimant (Employees Only)

Directions: Please print legibly or type. Complete all items in this section. Provide information for each DAY and EVENT you worked. Round hours to the nearest quarter hour. **Employee claimants, please note that this form is NOT an expense (AP) claim form. Non-employee claimants, do NOT use this claim form. Use additional sheets as necessary. An incomplete or illegible form, or a form without necessary support documentation will not be approved or processed.** Make a copy of everything you submit. Before submitting, put this sheet on top and staple all supporting documentation below it. Sign and date. Give your form to the supervisor that authorized the work or expense to sign and date.

Name _____ Work Site _____
Mailing Address _____ Email _____
_____ Telephone _____

Date	Description of Work Performed	From (e.g. 4:00 PM)	To (e.g., 8:15 PM)	Hours (e.g., 4.25)

TOTAL HOURS X RATE OF PAY \$13.20 / hour = TOTAL

Claimant Signature* _____ Date _____

Authorizing Supervisor

Directions. Please print legibly or type. Complete all items in this section. The proper budget code must be given. Your signature is verification that the supporting documentation is sufficient and correct. It is also verification that you authorized the work or expense the Claimant is claiming to be reimbursed for. Send this form to the District Purchasing Agent.

Budget Code / Name A.2855.160.FC / Supervision

Supervisor Name Printed Todd Mulvaney

Supervisor Signature* _____ Date _____

Purchasing Agent

I hereby give rise to this claim as the District Purchasing Agent.

Purchasing Agent Signature* _____ Date _____

*Signature certifies that the materials and/or services have been delivered and/or performed for the District; that the said claim is just, due and unpaid; that there are no offsets against the same; that the items and specifications are correct; and that the sums charged are reasonable and just.