NORTHERN LOCAL SCHOOL DISTRICT
PAYMENT REQUEST FOR SUPPLEMENTAL DUTIES

This form must be completed and approved before payment of Supplemental Duties will be issued. A separate request must be submitted for each job.

The seasonal supplemental contract will be paid by separate check, in a lump sum, in accordance with the following schedule:

Fall Activities – Paid by no later than the second pay in November
Winter Activities – Paid by no later than the first pay in March
Spring Activities – Paid by no later than the second pay in June

I, _____ hereby request payment for _____ having completed my obligation on _____ (Date).

_____
Signature of Employee Date

_____
Signature of Principal Date

_____
Signature of Athletic Director Date

_____
Signature of Superintendent Date