



MEMORANDUM

Date:

To: Payroll Department

From:

Subject: REQUEST FOR STIPEND

This memo is to request that the following stipend be paid:

Amount:

Teacher:

Duty:

DETERMINATION OF STRS CREDIT	YES	NO
Is this duty performed as part of the regular teaching day, during the same hours that all other teachers are in the classroom?		
If this duty is performed off site, is a substitute required to fill a classroom vacancy?		
Is a teaching credential required to perform this duty?		

ACCOUNT CODE

FUND	RESOURCE	YEAR	OBJECT	GOAL	FUNCTION	SCHOOL	DISTRICT 1	DISTRICT 2

Administrator Signature

Date