



PERFORMANCE REPORT

This form is intended for compensation which is BEYOND the employee's scheduled assignment/basic contract.

Employee Name: _____
 Employee Location: _____

Employee #: _____
 Employee Position: _____

I have performed the following duties during the **2011-2012** school year. This serves as my payment notification.

If an advisor of an extra-curricular club, you are responsible for all expenditures and deposits in your account and to be sure there is a positive balance.

Service/Activity Performed	Date of Service	Start Time	End Time	Total Hours Worked	Pay Rate	Total Amount	Budget Code

I declare under penalties of the law that the information contained herein is true and correct and that no part of it has been paid.

 Employee Signature

 Date

I hereby certify that all services in connection with the expense claimed have been performed and recommend payment of this claim.

 Supervisor Signature

 Date

 HR Authorization Signature

 Date