

Check One:

Use separate form for A/C Payable or Payroll

School/Department: _____
Event: _____
Requested by: _____

Date of Request: _____
Approved: _____

Print Name/ Signature

Signature Principal / Director and Date

| VENDOR NUMBER | ASN | Current Emp.? (y/n) | Worker's Name Address Phone | JOB DESCRIPTION | CRC REQ? (y/n) | BEGIN DATE | END DATE | PAYROLL \$ (Gross Amount) | Indicate : If the Rate is | | W-9 In? (y/n) | A/C Payable \$ (List Amount) |
|---------------|-----|---------------------|-----------------------------------|-----------------|----------------|------------|----------|---------------------------|---------------------------|-------------------|---------------|------------------------------|
| | | | | | | | | | Std or Non-Std. | Hrly, Dly or Lump | | |
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TOTAL GROSS PAYROLL \$ -

OR _____

Roll-ups: FICA 7.65% \$ -

Total Accounts Payable

(Effective until 9/30/2022) Retirement 43.28% \$ -

Reimb Ck #

TOTAL \$ -

Date:

Human Resources/Date _____

Refer to back for guidelines

Always Include the Individual's correct name (no nicknames).

Current address must be listed .

ACCOUNTS PAYBLE

- * Attach W9 (with Tax ID # if any) with authorization to pay
- * Current employees can not be processed through accounts payable
- * Include check with authorization

PAYROLL

- * Attach payroll packet for all new employees
- * Current employees do not need payroll packet
- * Include check with authorization if applicable. If applicable submit payroll authroization with check (including roll-ups)

CRIMINAL RECORD CHECK

- * Send workers to Human Resources for CRC before work begins
- * We need authorization from Principal/Director to process CRC - (email or form)
- * Human Resources will confirm authorization by email when CRC has been conducted

STANDARD/NON-STANDARD

- * Please enter the dollar amount in appropriate column (Payroll or Accts Payable) and indicate if it is either a standard or non-standard amount.
- * STANDARD - Rates approved by the Board or Administration
- * NON STANDARD - Rates established by site administrator

*Rollup costs are to be included in check to credit ASN.