

# TORNILLO INDEPENDENT SCHOOL DISTRICT

## SUPPLEMENTAL PAYROLL VOUCHER

(FOR FT/PT STAFF ONLY)

NAME: \_\_\_\_\_

SS#: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

DATE: \_\_\_\_\_

**Hourly Rates:**

**Teachers:** Summer School / After School Tutorial / Adult Ed / GED = \$20/hr  
Special Cert Inst = \$30/hr

**Aides:** Summer School / After School Tutorial / Adult Ed / GED = \$10/hr

### Description of Duties:

**(Required Info: Date, Time, Place, Reason, Hrs, Rate, Total Pay)**

Example: 09-15-20XX Tutoring 1.0 Hr 1 Hr. X \$20.00 = \$20.00

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Fund Number

Total

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

Requested by: \_\_\_\_\_

Employees Signature

Approved by: \_\_\_\_\_

Signature of Administrator

\*\*COPY ON GREEN PAPER\*\*