



Request for Payment Report

The Request for Payment Report should be used when requesting payment for services to the Westwood Community School District. Due to payroll cut off schedules, this form, along with supporting documentation should be received in Central Office at least two weeks in advance of the desired payment date.

Employee Name

Position

School Year

Service Date(s)

Building

Account Number to be Charged

Course Taught This Term:		Payment Amount:	
Course Taught This Term:		Payment Amount:	
Course Taught This Term:		Payment Amount:	
Course Taught This Term:		Payment Amount:	
		Total Payment Due:	

Total Number of Students Served:
Attached End of Marking Period Report
Attached Student Grade Report

Employee Signature _____ Date

Westwood Cyber Director Signature _____ Date

CENTRAL OFFICE USE ONLY					
Received _____	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	Payment Date: _____
Comments: _____					
_____ Director of CIA	_____ Signature	_____ Date	_____ Financial Officer Signature	_____ Date	_____ Payroll Coordinator Signature
				_____ Date	