

Gustine Unified School District

Certificated Time Sheet for:

Summer Professional Development (P/D) Stipend for GRTA Members

Information & Instructions to obtain stipend for P/D

Starting July, 1 2017

General Information/ Instructions:

This form is to be used to request payment of summer and other approved professional development (P/D) starting July 1, 2017.

*It is the responsibility of the GRTA member to submit this form to the **District office** for payment.*

The District reserves the right to deny any claim that the District cannot substantiate.

For any claim that the district cannot substantiate the district request additional time to research said claim but not to exceed 60 days.

Date: _____ Employee #: _____ # of Days Requesting: _____

GRTA Member Name (Print): _____ Site: _____

P/D attended: _____ Date(s): _____
One P/D event per sheet

I certify under penalty of perjury that the information stated above is true and an accurate accounting of the days/hours I worked (attended professional development course), and understand that the above information if misrepresented may be grounds for immediate termination and/or penalties as specified by law.

GRTA Member Signature: _____ Date: _____

Date: _____

Account Number: _____

Principal/Administrator Signature: _____

District Use Only (please DO NOT write in the space) Substantiated: Yes No

Approved: Denied: Superintendent Signature: _____

# of Days: _____	X	\$250.00	=	\$ _____
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