

SUPPLEMENTAL CHECK SHEET

**PART 1: EMPLOYEE TO COMPLETE AND SUBMIT TO THEIR SUPERVISOR WHEN SUPPLEMENTAL POSITION HAS REACHED COMPLETION:**

I, \_\_\_\_\_, HAVE COMPLETED MY SUPPLEMENTAL CONTRACT FOR  
(NAME)  
\_\_\_\_\_, AND I AM REQUESTING PAYMENT.  
(SUPPLEMENTAL CONTRACT DESCRIPTION)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**PART 2: PRINCIPAL/A.D./SUPERINTENDENT TO COMPLETE:**

\_\_\_\_\_  
EVALUATION DONE  
\_\_\_\_\_  
ALL KEYS RETURNED  
\_\_\_\_\_  
INVENTORY/EQUIPMENT ALL ACCOUNTED FOR  
\_\_\_\_\_  
ALL CONTRACTUAL OBLIGATIONS WERE MET  
\_\_\_\_\_  
OTHER  
\_\_\_\_\_  
IT **IS** OK TO PAY SUPPLEMENTAL CONTRACT AMOUNT IN THE NEXT PAY CYCLE  
\_\_\_\_\_  
IT IS **NOT** OK TO PAY SUPPLEMENTAL CONTRACT AMOUNT IN THE NEXT PAY CYCLE\*  
\* REASON(S): \_\_\_\_\_  
\* PLEASE ADVISE WHEN THIS CONTRACT WILL BE OK TO PAY:  
\_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL/A.D./SUPERINTENDENT SIGNATURE

\_\_\_\_\_  
DATE

**PART 3: FISCAL OFFICE TO COMPLETE:**

\_\_\_\_\_  
FISCAL PAPERWORK ALL COMPLETED (**NECESSARY FOR PAYMENT**)  
\_\_\_\_\_  
IT **IS** OK TO PAY SUPPLEMENTAL CONTRACT AMOUNT IN THE NEXT PAY CYCLE  
\_\_\_\_\_  
IT IS **NOT** OK TO PAY SUPPLEMENTAL CONTRACT AMOUNT IN THE NEXT PAY CYCLE\*  
\* REASON(S): \_\_\_\_\_

\_\_\_\_\_  
TREASURER'S SIGNATURE

\_\_\_\_\_  
DATE