

*Santee Community School  
Extra Duty Pay Form*

Date: \_\_\_\_\_

To: Business Manager

CC: Superintendent  
Athletic Director

I \_\_\_\_\_ have completed my duties for my extra duty assignment(s). I am requesting payment on my next paycheck.

The activities I participated in and am requesting pay for include:

1. **Extra duty assignment:** \_\_\_\_\_  
# of years: \_\_\_\_\_  
Percentage of base: \_\_\_\_\_  
Total pay requested: \_\_\_\_\_
  
2. **Extra duty assignment:** \_\_\_\_\_  
# of years: \_\_\_\_\_  
Percentage of base: \_\_\_\_\_  
Total pay requested: \_\_\_\_\_
  
3. **Extra duty assignment:** \_\_\_\_\_  
# of years: \_\_\_\_\_  
Percentage of base: \_\_\_\_\_  
Total pay requested: \_\_\_\_\_

\_\_\_\_\_  
Coach / Sponsor of Activity Signature

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Athletic Director Signature (If applicable)

\_\_\_\_\_  
Business Manager Signature