

LOS ANGELES UNIFIED SCHOOL DISTRICT

NON ROUTINE PAYMENT REQUEST FORM
SALARY PAYMENT FOR UNDER \$5,000

Requests for non-routine payment(s) should be avoided. Requests should be limited to rare and extenuating circumstances. All District personnel must follow the applicable rules concerning the hiring, selection and assignment processes in order to avoid requesting a non-routine payment. Personnel who fail to follow these rules may be subject to discipline, up to dismissal. However, in order to compensate employees who have performed District work not included in their regular paycheck, administrative personnel may request a non-routine payment for such work. Please provide all the information requested and follow instructions in BUL-049896, Non Routine Payment Procedure. Please attach sign-in records.

REQUESTED BY:

Administrator Name: Title:

Site Location Name: Site Cost Center Number:

EMPLOYEE INFORMATION:

Name: Employee #:

Site Location where work was performed: Site Cost Ctr. Number:

Job/Class Title of Position Worked: Job/Class Code:

From: To:

Dates worked prior to eligibility: Funding Line:

Total Days Worked: Total Hours Worked: Fund/Appr:

EXPLANATION: Please provide the justification and circumstances pertaining to this request. Include the name of the person who authorized this work. (Attach additional pages if necessary)

Work for this person was authorized by:

State the reason(s) here:

Prior to this request, I have made a request for Non-Routine Payment on occasions.

Signature of Requesting Administrator: Date:

Signature of LD Superintendent/Division Head: Date:

THIS SECTION TO BE COMPLETED BY PERSONNEL COMMISSION ONLY

Review of this request was completed by: Date:

PRINT NAME AND SIGNATURE



Correct Hours Worked: _____ Correct Days Worked: _____ Correct Hourly/Salary Rate:

* Approved for Payment * Not Approved for Payment Reason:

Authorized by: _____ Date:

PRINT NAME AND SIGNATURE

