

SUSSEX - WANTAGE BOARD OF EDUCATION
27 Bank Street
Sussex, NJ 07461

PAYROLL VOUCHER
Missed Prep (Rate \$30)

(position)

NAME _____

ADDRESS _____

PHONE _____

Do NOT combine months on the same voucher

	DATE	Building
(Month)		

Number of days: _____

Checklist:

- Do not combine different months on this voucher
- Make sure you sign and date your voucher
- Vouchers must be Principal/Supervisor approved before submitting for payroll processing
- Voucher will be returned if not filled out completed for completion
- Vouchers must be received no later than the following month of fulfilling the Missed Prep Position

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: _____

Position: Missed Prep

Date: _____

Principal/Supervisor Approval: _____

DATE: _____