

**MARION COUNTY BOARD OF EDUCATION  
LOCAL SCHOOL PAYROLL PAYMENT REQUEST**

<b>PERSON TO BE PAID</b>	<b>GROSS PAY FOR SUB</b>	<b>BOARD CHARGE TO SCHOOL</b>	<b>FUND</b>	<b>TIME</b>	<b>WORK PERFORMED (FOR WHOM AND WHY)</b>	<b>DATE(S)</b>

TOTAL TO BOARD \$ \_\_\_\_\_

As Principal of \_\_\_\_\_ School, I request permission to pay the above people through payroll. Our check for the amount necessary to make this payment is enclosed. Each of these people have the appropriate tax withholding forms and the I-9 form on file in the Central office. I further certify compliance with the FAIR LABOR STANDARDS ACT

Principal \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This form MUST be submitted to the Central Office with the MONTHLY PAYROLL TO THE SUPERINTENDENT for the month in which it is to be paid.

REVISED: 7/30/2009

<b>Board Charges:</b>	<b>Certified Sub (subbing for teacher)</b>	<b>Due to Board:</b>	<b>\$65.00 / day</b>	<b>\$32.50 / half day</b>	<b>Gross to SUB:</b>	<b>\$60 / \$30</b>
	<b>Non Cert Sub / Aide / LPN</b>		<b>\$59.00/ day</b>	<b>\$29.50 / half day</b>		<b>\$55 / \$27.50</b>
	<b>Bus Sub</b>		<b>\$43.00 / day</b>	<b>\$21.50 / half day</b>		<b>\$40 / \$20</b>
	<b>RN Nurse Sub</b>		<b>\$65.00 / day</b>	<b>\$32.50 / half day</b>		<b>\$60 / \$30</b>
	<b>Secretary / Janitor Sub</b>		<b>\$62.00 / day</b>	<b>\$31.00 / half day</b>		<b>\$58 / \$29</b>