



Portage Lakes | Career Center

For Treasurers Office Use Only	
Attendance:	_____
Posted:	_____

REQUEST FOR ACTIVITY PAY

I hereby request payment for the following activity:

(Description of activity)

My duty in connection with the activity has been completed for the school year.

Signature of Teacher

Date: _____

I hereby confirm that this assignment has been completed.

Signature of Principal

Date: _____