



Period of	16th to	15th
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*The original is to be forwarded to the School Administration Office on the 15<sup>th</sup> of each month: in order that payment can be made at the end of each month. Faxes will be accepted provided that the original is forwarded to the Administration Office the same day.*

**Approved for Payment**

Signature of Teacher: \_\_\_\_\_

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(District Office Use Only)