

**JEFFERSON TOWNSHIP BOARD OF EDUCATION  
EXTRA TIME VOUCHER**

NAME: \_\_\_\_\_ START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

<p><b>This extra time was approved on the _____ BOE agenda.</b>  <b>Approval date must be included when submitting in for extra time to be approved.</b>  <b>Vouchers missing this information will be rejected.</b>  <b>Time must be approved on the board agenda prior to the extra time being worked</b></p>							
					RATE		
DATE	SCHOOL	REASON	# OF EXTRA HOURS WORKED	SUPERVISOR'S APPROVAL	Hourly	Daily	GROSS PAY
<b>Totals:</b>							

**CLAIMANT'S CERTIFICATION**

I declare that the goods and/or services itemized on this voucher have been tendered, that no bonus has been received by any person with the knowledge of the deponent; that the bill is true and correct.

Signature of Employee: \_\_\_\_\_