

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