

AMBRIT ROME INTERNATIONAL SCHOOL

SUBSTITUTE TEACHERS PAYMENT FORM

NAME:

APPROVAL:

SUBSTITUTING FOR:

MONTH	DAY		PERIOD/HOURS
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	31		
DATE:		RECEIVED PAYMENT OF:	SIGNATURE

Procedure: substitute teachers should fill in the form, get approval from the department principal, then bring the form into the Bursar's office for reimbursement. Please sign the form only once you have received payment.