MANOR
INDEPENDENT SCHOOL DISTRICT
Federal & State Programs
10335 US Highway 290 East, Manor, Texas 78653

Special Revenue Extra Duty Timesheet

Use for extra duty pay and/or substitute teachers conducting tutorial/intervention services only.

Name: _____ **Employee ID**: _____ **Fiscal Year**: 2022-2023

Department/Campus: _____ **Grant**: _____ **Budget Code**: _____

Rate of Pay: _____ **Date(s) of Service**: _____ **Pay Date**: _____

Date:	Start Time:	End Time:	Students Served:	Content Area:	Other Task Performed/Additional Notes:	Total Hours:
					TOTAL	

By typing my name, I acknowledge I have reviewed all of the above for accuracy. I further acknowledge I may be held liable for items purchased that are not in compliance under the grant guidelines.

Employee
Print Name: Employee Signature:_____ Date: _____

Principal/Authorized Approver
Print Name: Signature:_____ Date: _____

Federal & State Programs
Print Name: Signature:_____ Date: _____