



*Flagler County Schools*  
**Human Resources Department**  
 Stipend/Training /Workshop/Payment Request

All expenditures must be **pre-approved** by Tom Tant **PRIOR** to the event or activity taking place. Submit this form to HR when event/activity is completed with signed approval from your school/dept administrator. HR will submit completed form to Chief Finance Officer for approval of payment and will contact the school/department when the job has been set up.

Department:  Approving Administrator:

Name of Training/Workshop/Event :

	Participant	SS#	School	Date of Event	Funding Strip to be Charged	Rate of Pay	D=Daily H=Hrly
<i>Sample</i>	<i>Jane Smith</i>	<i>012-34-5678</i>	<i>BES</i>	<i>10/6/2008</i>	<i>100-5200-150-0022-105</i>	<i>10.00</i>	<i>H</i>
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Signature of Approving Administrator

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Signature of Chief Finance Officer