



# SUPPLEMENTAL PAYROLL REQUEST

**DESCRIPTION:**  
(Include Dates)

| <b>-Leave Blank-<br/>OFFICE USE ONLY</b> | <b>Employee Name</b> | <b>Hours</b> | <b>Amount</b> |
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Account Number: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_