

# GARFIELD PUBLIC SCHOOLS

## BUSINESS OFFICE

125 Outwater Lane, Garfield, New Jersey 07026 • (973) 340-5001 • Fax (973) 340-9512

Dr. Dennis R. Frohnapfel, R.S.B.A.  
Business Administrator/Board Secretary

**TO:** All Staff

**FROM:** Dr. Dennis R. Frohnapfel  
Business Administrator/Board Secretary

**RE:** EXTRA-CURRICULAR ACTIVITIES

**DATE:** September 13, 2004

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Employees performing extra-curricular/athletic activities for the district are required to submit a payroll voucher in order to receive payment for such services. Please use the bottom portion of this memo and submit payroll voucher to Cathy Belli, Business Manager (Fax 973-340-9512). Payroll vouchers are due on the 1st of each month for payment on the 15th. **NO PAYROLL VOUCHER/NO PAY CHECK/NO EXCEPTIONS.**

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### EXTRA-CURRICULAR ACTIVITIES PAYROLL VOUCHER

Name \_\_\_\_\_

School/Location \_\_\_\_\_

Activity \_\_\_\_\_

Amount \_\_\_\_\_

Account Number \_\_\_\_\_

Signature \_\_\_\_\_

Approval Signature \_\_\_\_\_

All payroll vouchers **MUST** include the appropriate approval signature and the account number. For school based extra-curricular activities, the school principal is the approving authority. For athletic activities, the Athletic Director is the approving authority. Incomplete forms will not be processed for payment.