

SANDWICH PUBLIC SCHOOLS

**PAYMENT VOUCHER FOR COMPLETION OF
EXTRA-CURRICULAR ACTIVITIES AND COACHING ASSIGNMENTS**

This is to certify that I (recipient): *(print)* _____

Have completed the contractual obligation of:

ASSIGNMENT: _____

AMOUNT: _____

DATE: _____

Recipient's Signature: _____

Administrator for Athletics Signature: _____

Principal's Signature: _____

At the completion of the activity, the person responsible for the activity of assignment will submit the completed voucher to the local school administrator.

Payment will be made when the above procedure has been followed.

Vouchers for spring activities must be submitted no later than the first week in June.