

RICHLAND PARISH SCHOOL BOARD

Request for Authorization to Temporarily Employ Personnel

Person to be temporarily employed: _____ Race____ Sex____

Address: _____ Social Security No: _____

Reason: _____

Date(s) of proposed employment: _____ Recommended rate of pay: _____

APPROVED BY:

Requested By: Date:

Superintendent:

Fund Account #:

Business Manager:

RP FORM 21

Routing: Superintendent ⇒ Business Manager ⇒ Personnel ⇒ Payroll

Distribution: White - Payroll/Superintendent Canary – Supervisor/Principal Pink – Superintendent