

VERIFICATION FORM FOR BUS ASSISTANT TIME SHEETS

**** TO AVOID PAYMENT DELAY THIS FORM MUST BE FILLED OUT EACH MONTH AND RETURNED WITH TIME SHEETS****

FAX TO AMY NUTTER, TRANSPORTATION DEPT, FAX# 594-1557 OR FAX# 594-1554

OR

EMAIL TO: AMY.NUTTER@KNOXSCHOOLS.ORG

DATE: _____

SCHOOL: _____

FAX #: _____

****REMINDERS****

VERIFICATION FORM: IS THERE A NAME LISTED BELOW FOR EACH TIME SHEET BEING SENT IN?

TIME SHEETS: HAVE THEY BEEN VERIFIED AND SIGNED BY EMPLOYEE?

HAVE THEY BEEN VERIFIED AND SIGNED BY THE PRINCIPAL?



BUS ASSISTANT NAME	BUS #

FOR TRANSPORTATION DEPT USE:

TIME SHEETS RECEIVED:

VERIFICATION RETURNED TO SCHOOL:

FROM: Amy Nutter, Transportation Department Fax # 594-1557