



CONSULTANT REQUEST FOR PAYMENT FORM

Today's Date \_\_\_\_\_ Board Approval Date \_\_\_\_\_

To: Assistant Superintendent, Business Services
Yucaipa-Calimesa Joint Unified School District
12797 Third Street, Yucaipa, CA 92399

From: \_\_\_\_\_
Consultant's Name Address City State Zip

As written in the Agreement, payment is requested for \_\_\_\_\_ (number of days, hours, etc.)
at the rate of \$\_\_\_\_\_ per \_\_\_\_\_ in the total amount of \$\_\_\_\_\_ for:

Description of Consultant Services

Date(s) Services were rendered

In addition, the following authorized actual and necessary per diem expense(s) is (are) claimed:

Mileage: \_\_\_\_\_ x \_\_\_\_\_ miles = \_\_\_\_\_
Date Rate

Meals: \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ = \_\_\_\_\_
Date Breakfast Lunch Dinner

Airfare: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ = \_\_\_\_\_
Date

Other: \_\_\_\_\_ = \_\_\_\_\_
Date Itemize

TOTAL ACTUAL AND NECESSARY EXPENSES: \$ \_\_\_\_\_

The following certificate must be completed by individual consultants - consultant firms should disregard it. I
certify that I am \_\_\_\_, I am not \_\_\_\_ (check one) drawing pay as a retired member of the California State Teachers'
Retirement System (STRS). If an employee of federal, state, or local government agency; I certify that all services
for which payment is now being claimed were rendered at times other than my regular assigned workday for that
agency.

Signature of Consultant \_\_\_\_\_ Social Security No. / Tax I.D. Number \_\_\_\_\_

To: Assistant Superintendent, Business Services
Yucaipa-Calimesa Joint Unified School District

I hereby certify that the above named consultant has performed services as claimed and is entitled to payment in the
amount of \$\_\_\_\_\_. This claim is for partial payment \_\_\_\_\_ final payment \_\_\_\_\_ (check one)

Authorized Signature - - Administrator/Principal \_\_\_\_\_ Date \_\_\_\_\_

FOR INTERNAL BUSINESS USE ONLY

Payment approval \_\_\_\_\_
Signature (Assistant Superintendent, Business Services) \_\_\_\_\_ Date \_\_\_\_\_