



# SOUTHERN PLAINS EDUCATION COOPERATIVE

1200 N. Park St. \* Fairmont, MN 56031  
Phone (507) 238-1472 \* Fax (507) 238-2361

## Payroll Payment Voucher 2019-2020

(COOPERATIVE EMPLOYEES)

Use for all Stipends. Submit to **Dawn Becker** on the first working day of the month in which the payment is to be made.

NAME \_\_\_\_\_ BUILDING \_\_\_\_\_

POSITION \_\_\_\_\_

Training session title \_\_\_\_\_

\_\_\_\_\_

Date of expenses \_\_\_\_\_

Amount to be paid \$ \_\_\_\_\_ = \$ \_\_\_\_\_

(hourly rate if applicable)

Estimated/actual total hours

Total Payment

**\*Must be Completed\***

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**FOR OFFICE USE ONLY**

Account Code to be Charged \_\_\_\_\_

Amount to be paid \$ \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_