



Washington Irving Elementary School PTO World Language Program Timesheet

Please complete this form and submit to the World Language Program Coordinator for authorization. Once payment is authorized, the PTO Treasurer will make payment. Please contact the WLP Coordinator with any questions.

Month/Year:	
Name:	
Address:	
Email Address:	
Language Class:	
Hours Taught per Month:	
Week 1	
Week 2	
Week 3	
Week 4	
Total Hours Taught:	
<u>WLP Coordinator Authorization</u>	
<i>Hourly Rate x Total Hours = Total Amount Due:</i>	
<i>Signature and Date:</i>	
PTO Treasurer Approval/Date:	
Check #	Check Date

Note: The Irving School PTO authorizes the use of funds to compensate teachers for hours worked at the World Language Program. Payment will be made once per month for hours worked and documented. Payment will be issued immediately upon receipt by the Treasurer.