

Pre-service Information

Fiscal Forms and Due Dates:

Telephone Log Sheets:	5 th of month
Receipts	5 th of month
Leave Forms	1 st day of month by 12:00 pm (noon)
Time Studies	1 st day of month by 12:00 pm (noon) can be faxed TA's and FSW
Teacher Time studies	3 rd working day of the month
Manager activity reports	3 rd working day of the month (unless you work for multiply funding sources then they have to be in by 12:00 pm (noon) on the 1 st day of the month.
Leave control sheet	1 st day of the month by 12:00 pm (noon)
Originals of faxed leave and time studies	3 rd of the month
Program Vehicle Log Sheets	3 rd of month
Personal Vehicle Log Sheets	5 th of month
Incident Reports	Immediately
1 st Report of Injury	Immediately
Attendance	Monday of Following Week
Travel Follow Up	5 days after Travel is complete
Travel Request	3 week prior to travel to receive an advance