SEKOLAH ISLAM ADNI

Page:

CLAIM FOR PAYMENT OF EXTRA CLASSES

MONTH OF : _____

☐ **UPSR / JSLA CLASS (P)**
☐ **PMR / JHSA CLASS (S)**
☐ **SPM / IGCSE CLASS (S)**
☐ **OTHER _____**

(***please tick at the appropriate box*** */ Sila tanda di kotak yang bekenaan)*

NO.	DATE	SUBJECT	CLASS	TIME IN	TIME OUT	TOTAL HOURS	RM
	TOTAL						

Notes : ***1) For those who teach more than one class (eg:PMR and JHE), please state the class type in column 4(class) and leave the last column (RM) blank.***

2) Please get your HM to verify the claim before sending to Finance dept for payment.

Nota : 1) Bagi guru-guru yang mengajar lebih dari satu jenis kelas (cth:PMR dan JHE), sila catitkan jenis kelas di ruang 4 (class) dan sila kosongkan petak akhir(RM).

2) Sila dapatkan pengesahan dari GB anda sebelum menyerahkan tuntutan ini ke Bah. Kewangan untuk proses pembayaran.

TEACHER'S NAME: _____ DATE: _____
(EMAIL)

VERIFIED BY HM : _____ DATE: _____
(Name)

APPROVED BY : _____ DATE: _____
(Pn Laili Ismail)

FINANCE DEPT:

	TOT HRS	RATE	TOT RM
TOTAL			