



# Additional Staffing Funding

Complete this form if you have employees who are to be paid from alternative sources (outside of your regular building staffing allocation). **Refer to the current Staff Conversion and Costing table to assist you in calculating the cost.** It is important to remember that the total to be charged to an EEF or PTO account must include wages, fixed and fringe costs.

**Please note: PTO donation funds must include a 10% equity surcharge.**

Licensed       Classified

Name \_\_\_\_\_ School Year \_\_\_\_\_  
Last First

*Example (see list of possible Funding Source names below):*  
FTE/Hours: .12 Funding Source: City Levy GL Acct #: 250-1-1111-111-XXX-200

FTE/Hours \_\_\_\_\_ Funding Source \_\_\_\_\_ GL Acct # \_\_\_\_\_

FTE/Hours \_\_\_\_\_ Funding Source \_\_\_\_\_ GL Acct # \_\_\_\_\_

FTE/Hours \_\_\_\_\_ Funding Source \_\_\_\_\_ GL Acct # \_\_\_\_\_

FTE/Hours \_\_\_\_\_ Funding Source \_\_\_\_\_ GL Acct # \_\_\_\_\_

FTE/Hours \_\_\_\_\_ Funding Source \_\_\_\_\_ GL Acct # \_\_\_\_\_

**Turn this form in to your Human Resources Administrator when you submit your staffing plan.**

***Forms submitted without the GL Account # will be returned for completion.***

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Building	Administrator		Date
Alt Ed (Londa-HS)	Alt School (Londa)	Alt School (HS)	Block Grant
City Levy	EEF	ELL (District)	Equity
FLAP Grant	Literacy Grant	PTO	Reimbursable
Title 1	Class Size Reduction (Elementary)		