



Appreciation Payment Certificate

Print Form

Payroll
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 761-4357 option 4 || F: (907) 761-4088

Special Instructions: This form must be completed, signed by a Director/Principal level supervisor or higher, and submitted to the Payroll Department. Forms will be processed by the Payroll Department on the earliest scheduled payroll possible. If the Appreciation Payment Certificate is being paid to someone who is *not* an MSBSD employee, please have him/her attach the following forms: W4, SBS, and Direct Deposit Notification. Please also provide his/her mailing address, date of birth, and Social Security Number.

You are required to answer this question. Is this individual a classified employee?

Step 1: The full cost of the appreciation payment, including benefits, will be charged against your overall discretionary budget. Please fill in the account code information. Verify all accounts through Account Inquiry. If they are not currently in MUNIS, use Team Dynamics to request them [here](#).

If this is a grant funded request, please fill it out and forward it to Federal Programs, and if allowable under the grant, they will forward it to Payroll. Otherwise, it will be returned to you for a different funding source.

You are not required to transfer budget into those codes, although you may wish to do so after they have been created. The amount charged to these codes will reduce your overall discretionary net available funds (Discretionary Budget Roll-Up Bucket). The minimum amount of a certificate is \$100. The maximum amount of a certificate is \$500. Certificates may be any amount between \$100 and \$500.

Step 2: You must fill in all blue blocks. Employee Name and ID number are required fields.

Employee Name Employee ID

FUND	LOCATION	FUNCTION	PROGRAM	TYPE	UNION	OBJECT	PROJECT	AMOUNT*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	9	332	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	9	362	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	9	363	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	9	364	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	9	367	<input type="text"/>	<input type="text"/>

TOTAL COST

* Minimum Amount: \$100. Maximum Amount: \$500. **Payroll: Use Pay Code 860 to process.**

Step 3: Please provide a brief explanation of the reason of the Appreciation Payment. You may wish to attach documentation to this form.

Step 4: After completing the form, sign it and forward to the Payroll Department via payroll@matsuk12.us

Director/Principal Level Authorization Signature

Date

The Certificate of Appreciation will print on the next page. It is designed to be cut to fit into an envelope so you may sign the Certificate and provide it to the individual to whom you are presenting this award.

To



Payment Appreciation Certificate in Appreciation For...



You will receive as an adjustment to gross on a future scheduled payroll.

Signed _____

Date _____

Cut On Dotted Line