



**HIGHLAND FALLS-FORT MONTGOMERY  
CENTRAL SCHOOL DISTRICT  
PO Box 287  
Highland Falls, NY 10928  
(845) 446-9575**

**PAYROLL CLAIM FORM  
WRITTEN TRANSLATION SERVICES**

Employee: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

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Pay Rate: \$40 per page

PLEASE ATTACH TRANSLATED PAGE(S)

<b>Translation Services Requested By:</b>	
<b>Subject Content of Translation:</b>	
<b>Number of Pages:</b>	

Approval of Supervisor/Date \_\_\_\_\_

Requester Signature/Date \_\_\_\_\_

Approval of Asst. Supt. for Business/Date \_\_\_\_\_

For Business Office Use Only:

Units	Pay Rate	Amount	Notes
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