

Auxiliary Services Mobile Unit

ERI and Severance Requisition Instructions

Section I Complete all header information as requested.

Section II Complete all information for the ERI or Severance being requested.

1. List the name of each Auxiliary Services person for whom you are requesting reimbursement for costs incurred for payment of early retirement and severance.
2. Indicate the name of the non-public school where the individual worked in the Auxiliary Services Program. If the person worked in more than one, identify each school.
3. Indicate the IRN of the non-public school listed in section 2.
4. Indicate the years of employment first in the district or educational service center (ESC) and secondly in the Auxiliary Services Program.
5. Indicated the total payment made to each person for whom reimbursement is requested.
6. Indicate the percentage of time worked in the Auxiliary Services Program by each of the persons listed in section 1. To determine percent of time, divide the number of years worked in the Auxiliary Services Program by the total number of years worked in the district listed in section 3.
7. Multiply section 4 by the percentage in section 5 to indicate the reimbursement being requested of the payment made for early retirement and severance.

Section III Ensure all applicable signatures are on the form before submitting form to the area coordinator. Please submit proof of payment along with the requisition form.

ODE Section Area coordinator will verify payment. If correct, sign requisition for approval.