

Auxiliary Services Reimbursement Fund

Early Retirement or Severance Incentives and Unemployment Requisition Instructions

Complete all information for the early retirement or severance incentives and unemployment being requested.

List the name of the auxiliary services person for whom you are requesting reimbursement for costs incurred for payment of early retirement or severance incentives and unemployment.

Indicate the name of the nonpublic school where the individual worked in the auxiliary services program.

Indicate the IRN of the nonpublic school listed.

Indicate the total years of employment and the years worked in the auxiliary services program.

Indicate the total payment made for whom reimbursement is requested.

Indicate the reimbursement requested for early retirement or severance incentives and unemployment.

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.

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