

PAYROLL PRODUCTION PACKAGE REQUEST FORM

District Name: _____ Date: _____

This is an official request to have the Business and School Services department of the Kern County Superintendent of Schools Office prepare a CD-ROM of all of the payroll production reports for the fiscal year listed below. The Business and Student Services department will save all of the district's payroll production reports in a special file different from the normal one that is accessed by district personnel. Nothing, other than this form, is needed to have all of these files burned to a single CD-ROM.

The payroll production reports will be burned onto a single CD-ROM after the last payroll run for the fiscal year and mailed to the requesting district by the second week in July. An invoice will accompany the CD-ROM. To facilitate payment, please complete the additional information requested below:

Requesting Payroll Production Reports for Fiscal Year: _____ - _____

Official District Representative Signature: _____
(Signature required)

Account Number for Transfer of Funds: _____

Transfer should be taken in fiscal year: _____

This form should be returned to:

Business and School Services (BaSS)
Kern County Superintendent of Schools
1300 17th Street – CITY CENTRE
Bakersfield, CA 93301

Or faxed to:

Business and School Services (BaSS)
@ 661.636.4131

Office Use: Date and Time Form Received: _____