



**PURCHASE REQUISITION
FOR RHS BONUS THROUGH PAYROLL**

Date Submitted to Accounting:

Source for Item: _____ **STAFF RECEIVING BONUS**

Requested by: _____ Approved by: _____
Immediate Supervisor

Item Description (supplies or equipment)	Bonus Amount	Cost Center	Expense Code
On Call Payment for Pay Date: _____ Dates on call: _____ Or From: _____ to: _____	\$ _____	300 301 302 303	5038

Department Supervisor

President/CEO and/or CFO

Payroll system will automatically put 10% in 300; 30% each in 301-302-303

ACCOUNTING: PLEASE COMPLETE BELOW:

ENTERED ON PAY DATE: _____

BY: _____

(Please file with payroll backup.)