

**KILGORE COLLEGE**  
**REQUEST FOR NON-REGULAR INSTRUCTIONAL SALARY PAYMENTS**  
 (Extra Pay, Short Courses, etc.)

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Year

Instructor: \_\_\_\_\_

Last

First

MI

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Number/Section

\_\_\_\_\_  
Time/Days Offered

\_\_\_\_\_  
Duration of Course (Weeks/Days)

\_\_\_\_\_  
Location

\_\_\_\_\_  
Beginning Class Date

\_\_\_\_\_  
Ending Class Date

\_\_\_\_\_  
Total Number of Class Hours

\_\_\_\_\_  
Number of Students Enrolled

\_\_\_\_\_  
Total Tuition/Fees Collected

\_\_\_\_\_  
Course Expenditures

\_\_\_\_\_  
Beginning Instruction Date

\_\_\_\_\_  
Ending Instruction Date

Rate of Pay: \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

Comments/Additional Information:

Requested By \_\_\_\_\_  
Signature of Requesting Official

\_\_\_\_\_  
Date Submitted

**Authorization for Payment:**

Salary Authorize \_\_\_\_\_

Budget Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Administrative Dean

Pay Schedule: \_\_\_\_\_ \$ \_\_\_\_\_  
Month Amount

\_\_\_\_\_  
Date

\_\_\_\_\_ \$ \_\_\_\_\_  
Month Amount

\_\_\_\_\_ \$ \_\_\_\_\_  
Month Amount

Human Resources: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_  
Month Amount