Time Report for MCPS Employees at NIH

Interim Instructional Services
Department of Career Readiness & Innovative Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
CESC, Room 251, Rockville, Maryland 20850

MCPS Form 430-78
August 2016

TO: National Institutes of Health (NIH), Department of Health and Human Services,
Claims Review Section, DFM Building 31, Room BIB-39, Bethesda, Maryland 20892

FROM: Montgomery County Public Schools (MCPS), Interim Instructional Services
850 Hungerford Drive, Room 251, Rockville, Maryland 20850 Phone: 240-453-2470

Pay Day Date ____/____/____ Pay Period From ____/____/____ To ____/____/____ Prepared By _____
Payroll Staff

For the month ending _____, payment is due to MCPS of Montgomery County, Maryland, for tutoring time provided by MCPS to NIH, under the terms of the existing contract.

NAME OF EMPLOYEE	HOURS TAUGHT AND PAID	RATE OF REIMBURSEMENT @ $_____	TOTAL REIMBURSEMENT DUE FROM NIH
TOTAL	0.00	$ 0.00	$ 0.00
		GRAND TOTAL DUE	**$ 0.00**

I certify that to the best of my knowledge the above information is correct and that payment has not been received.

Signature, Director of Payroll (MCPS)_____ Date ____/____/____

Signature, Director of NIH Children's School _____ Date ____/____/____

Signature, Director of Accounting (MCPS) _____ Date ____/____/____

Signature, Staff, Interim Instructional Services _____ Date ____/____/____

DISTRIBUTION: COPIES 1 and 2/Division of Accounting; COPY 3/IIS; COPY 4/Division of Payroll