

**Bastrop ISD  
Notice of Assignment**

**Guidelines for Secretaries/ Bookkeepers / Sponsors:**

- 1) Complete form well in advance of dates to be worked,
- 2) Obtain signatures from Individual, Sponsor, and Principal/Director.
- 3) Forward to the Human Resource office to approve the contract. HR will forward to the Business Office on approval.
- 4) Once approved by the CFO, the NOA will be attached to the employee/vendor in skyward and returned to the secretary, bookkeeper, as applicable
- 5) **Only after NOA is approved (by all listed on form and returned to campus) can work begin.**

\_\_\_\_\_  
**Name of payee** (*Instructor / Teacher, etc.*)

\_\_\_\_\_  
**Signature of payee**

\_\_\_\_\_  
**Street address**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Last 4 digits of SS#**

**The Individual listed above (instructor, teacher, etc.) agrees to perform the following services:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Campus:** \_\_\_\_\_

**Group / Department:** \_\_\_\_\_

**Date(s) to be worked:** \_\_\_\_\_

**Specific conditions of the agreement include:**

The Bastrop Independent School District agrees to pay a total of \$ \_\_\_\_\_  
(*or list an hourly rate as well as the number of hours allowed*)

**Budget Code to be charged:** \_\_\_\_\_

These services will be provided as specified above, but may be terminated at any time by either party with written notice.

\_\_\_\_\_  
**Sponsor / Coach / Band Director, etc.** please print and sign

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal / Supervisor/Director** please print and sign

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Fine Arts Director (if applicable)** please print and sign

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resource Coordinator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chief Financial Officer**

\_\_\_\_\_  
**Date**

**Note: Payment for Services will be issued after services are completed.**