

1. Submit Housing Request to M&O.
2. M&O will forward the form to the Business Office.
3. If you have any doubt of the account code, contact the Business Office.

North Slope Borough School District Temporary Housing Request Administrative Pay Request

<p>REQUESTING DEPARTMENT:</p> <p><input type="checkbox"/> Short Term (15 days or less)</p> <p>Arrival Date: _____ Departure Date: _____</p>	<p>CONTACT: name and phone</p> <p><input type="checkbox"/> Long Term (16 or more days)</p> <p>Arrival Date: _____ Departure Date: _____</p>
<p>*Note: _____</p>	

<p>GUEST NAME:</p>	<p>PURPOSE:</p>
<p>HOST NSBSD Employee:</p>	<p>HOST Address:</p>
<p>*Note: _____</p>	

PAYMENT:

<p><i>If Host lives in NSBSD Housing use this section:</i></p> <p>Long Term: \$382 per month <input type="text"/> # OF MONTH(S): _____</p> <p>Short Term: Number of days: <input type="text"/> X \$25/a day= \$ -</p> <p><small>Use Long term amount for stays of 16-31 nights per month. Use Short Term for stays of 15 or less nights.</small></p>	<p>Payment:</p>
<p><i>If Host lives in Private Housing use this section:</i></p> <p>Long Term: \$450 per month <input type="text"/> MONTH: _____</p> <p>Short Term: Number of days: <input type="text"/> X \$30/a day= \$ -</p> <p><small>Use Long term amount for stays of 16-31 nights per month. Use Short Term for stays of 15 or less nights.</small></p>	<p>Payment:</p>

Account Code(s): _____ If in doubt please contact the Business Office
Account Code(s) Contractor: _____
Account Code(s) Substitute: _____
 Account Code Substitute Teacher: 600.300.600.441
Account Code(s) Other: _____

COMMENT OR SPECIAL CIRCUMSTANCE

X _____

Budget Authority Signature	Date
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For NSBSD Business Office Use Only: