

# Yolo County

## OFFICE OF EDUCATION

### REQUEST TO PROCESS U.I. REPORTS

DISTRICT: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TO: YOLO COUNTY OFFICE OF EDUCATION  
External Business Services

I have reviewed my U.I. prelist and find it to be accurate and ready for processing. Please process for the following totals.

CALENDAR YEAR: \_\_\_\_\_ CALENDAR QUARTER: \_\_\_\_\_

CERTIFICATED PAYROLL: \_\_\_\_\_

CLASSIFIED PAYROLL: \_\_\_\_\_

TOTAL PAYROLL: \_\_\_\_\_

PAYMENT REQUESTED \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

#### **COUNTY USE ONLY:**

Date received: \_\_\_\_\_ By: \_\_\_\_\_

Form # PR013  
Revised 5/21  
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