

ACWL-Nuveen Teacher Invoice

Invoice must be turned in to ACWL-Nuveen staff within 48 hours of a class/final class of a series. Physically give invoice to staff after the class or email invoice to Erin at nuveen@artswhitelake.org

| | | | |
|----------------------------------|--|--|--|
| Name: | | Date: | |
| Class Title: | | Class Date(s): | |
| Total Class Hours Taught: | | Teaching Pay Due: (Hours taught x \$30) | |

Prep Time Log: you are eligible for prep time equivalent to the length of the class. 2 hr class = 2 hrs prep time pay. Activities that are eligible for prep time pay include: creating samples, preparing supply kits, lesson planning etc. If you are requesting prep time pay for lesson planning, you must include a copy of the plan. ACWL-Nuveen staff have final say on what is considered prep time pay. If you're unsure, ask!

| Date | Start Time | End Time | Work done |
|------|------------|----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | |
|--------------------------|---|
| Total Prep Hours: | Prep Pay Due: (# of prep hours x \$10) |
|--------------------------|---|

Supply Costs: supplies reimbursement *must* be pre-approved by ACWL-Nuveen Staff

| | | |
|--------------------------------------|----------------------------|--|
| Cost of Supplies per student: | Number of students: | Total supply reimbursement due: (cost of supplies per student x # of students) |
|--------------------------------------|----------------------------|--|

| | | |
|--|--------------|-------------------|
| TOTAL PAY DUE: (teaching + prep + supplies) | Date: | Signature: |
|--|--------------|-------------------|

| | | | |
|-----------------------------------|-------------------------|-----------------|-----------------------|
| ACWL-Nuveen Staff Use Only | Date Received: | Class Pay Due: | TOTAL PAY DUE: |
| | Received & Verified By: | Prep Pay Due: | Date of Payment: |
| | Notes: | Supply Pay Due: | Paid By: |