

## Completion of Duties and Responsibilities

All duties and associated responsibilities for (sport) \_\_\_\_\_ at  
(school) \_\_\_\_\_ have been completed for the \_\_\_\_\_  
school year in full compliance with the signed Coaches Code of Ethics.

\_\_\_\_\_  
Faculty/Non Faculty Coach

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Athletic Director (School)

\_\_\_\_\_  
Principal Signature/Date

This completed and signed form is to be submitted to Human Resources as soon as possible after the applicable sport season has been completed; this notice will be forwarded to the Finance Office to authorize payment for this service. A 'nominal fee' (noted in the latest approved Supplements) shall then be deposited in the named individual's account. This should be paid from **141 71400-189 VOL 600**.

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Dated Received

\_\_\_\_\_  
Date Forwarded to the Finance Office