**PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE PHASE 2**  
Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

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**PRESIDENTIAL EDUCATION EMPLOYMENT INITIATIVE PHASE 2 SCHOOL SALARY REQUEST CHECKLIST**

**NB: Salary request will not be processed without the following documents:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **NAME OF A DOCUMENT** | **Yes** | **No** | **Compiler Signature** |
| 1. | Full Signed Salary Requisition Form |  |  |  |
| 2. | Full Signed and Stamped Expenditure Approval |  |  |  |
| **3.** | Filled Commitment Form |  |  |  |
| **4.** | Copy of School Allocation Letter |  |  |  |
| **5.** | Copy of School Budget Allocation Letter |  |  |  |
| **6.** | Copies of Appointment Letters for EAs and GSAs |  |  |  |
| **7.** | Certified ID Copies for EAs and GSAs |  |  |  |
| **8.** | Copy of Attendance Register for EAs and GSAs |  |  |  |
| 9. | Copy of Performance Reports for EAs and GSAs |  |  |  |
| 10. | Bank Forms for EAs and GSAs |  |  |  |

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**Compiled by: Verified by: Recommended by**

**(School Admin) (Principal) (Circuit Manager)**

**………………………….. …………………….. ………………………….**

**SIGNTURE SIGNATURE SIGNATURE**

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**DATE DATE DATE**

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**Supported by Supported by: APPROVED**

**(DD –HRA) (DD – Finance) (District Director)**

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**SIGNTURE SIGNATURE SIGNATURE**

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