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REQUISITION FOR PER DIEM PERSONNEL/CERTIFICATED PER  
SESSION (PSL-W013)  
Sacramento City Unified School District

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**1.0 SCOPE:**

The online version of this procedure is official.  
Therefore, all printed versions of this  
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cord.

5.8 Sign and file P/D requisition, which is now available in Escape for payment via Per Diem Time Report submitted from sites to Payroll Services.

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**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Requisition for Per Diem Personnel. (PSL-F003)
- 6.2 Escape Records (those listed below are available in Escape).
  - 6.2.1 add-on record
- 6.3 Union Contracts (available on the SCUSD Internet).
  - 6.3.1 SCTA – Sacramento City Teachers Association (certificated)
- 6.4 Salary schedul