

**INSTRUCTIONS FOR COMPLETING
INDEPENDENT ACTIVITY FUNDS (IAF) REPORT OF PAYMENTS
TO MCPS EMPLOYEES FOR PERSONAL SERVICES**

1. This form should only be used to report IAF payments to be made through the MCPS payroll system to **MCPS employees**.
2. All payments for personal services to MCPS employees from a school's IAF funds, except those reported through the time sheets, should be made using this form. This form will process a payment through the payroll system; therefore, schools should NOT pay employees directly from their IAF funds.
3. Payments to employees at a daily rate which does not exceed the per idem allowance for jurors in the Circuit Court for Montgomery County, Maryland, and payments for reimbursements are considered as expenses rather than personal services, and should not be reported using this form.
4. Each employee's name must appear only once on this form. If multiple payments are due to an employee, the amounts must be totaled and entered on a single line.
5. Print employee's name, last name, first name (example, Test, John X.).
6. Earnings should be reported for the pay period they were earned to ensure prompt payment to employees.