

I hereby transfer \_\_\_\_\_ days from my C.A.R. to the recipient listed below. I understand that my C.A.R. will be reduced by the above number of days, with the recipient receiving one day for every two days I donate.

Prior to this transfer my C.A.R. did not exceed 180 days and after this transfer at least 50 days will remain in my C.A.R.

**DONOR INFORMATION**

Name \_\_\_\_\_ Position \_\_\_\_\_

File # \_\_\_\_\_ Social Security # \_\_\_\_\_

School \_\_\_\_\_

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Donor's Payroll Secretary Certification:**

I have subtracted \_\_\_\_\_ days from the donor's C.A.R. per the above. Prior balance \_\_\_\_\_  
Present balance \_\_\_\_\_

Donor's Payroll Secretary Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERINTENDENT'S APPROVAL:**

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**RECIPIENT INFORMATION**

Name \_\_\_\_\_ Position \_\_\_\_\_

File # \_\_\_\_\_ Social Security # \_\_\_\_\_

School \_\_\_\_\_

**Recipient's Payroll Secretary Certification:**

Prior to this transfer the recipient had exhausted hi/her C.A.R. and borrowed 20 days. I have added \_\_\_\_\_ days to the recipient's C.A.R. per the above.

Recipient's Payroll Secretary Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Certification: The above transfer has been completed.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERINTENDENT'S APPROVAL:**

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

1. A copy of this authorization is to be attached to the donor's file and the donor is to receive a copy of the completely executed authorization, including the recipient payroll secretary's certification.
2. A copy of this authorization is to be attached to the recipient's file.