CUSTODIAN / MAINTENANCE OVERTIME SHEET

BUILDING ______________________________

DATE WORK WAS PERFORMED ______________________

TIME: FROM __________ TO ___________

ACTUAL NUMBER OF HOURS _______________________

PURPOSE ______________________________________

NAME _________________________________________

PLEASE PRINT

SIGNATURE ______________________________________

APPROVED _______________________________

Principal's Signature

For Office Use

Account #

NOTE: Custodian must receive permission from the Principal or Supervisor of Buildings & Grounds prior to working overtime. Overtime sheets must be turned in at the end of the month.

Revised 6/24/15

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