

## **CUSTODIAN / MAINTENANCE OVERTIME SHEET**

BUILDING			
DATE WORK WAS PERFORMED _			
TIME: FROM T	·o		
ACTUAL NUMBER OF HOURS			
PURPOSE			
		NAME	PLEASE PRINT
		SIGNATURE	
APPROVED Principal's Signature			
For Office Use Account #			
Revised 6/24/15			time. Overtime sheets must be turned in at the end of the month.
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PURPOSE			
		NAME	PLEASE PRINT
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APPROVED Principal's Signature			
For Office Use			

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