

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

REQUEST FOR OVERTIME

PRIOR APPROVAL MANDATORY

TO BE COMPLETED BY HIRING DEPARTMENT

REQUESTOR: _____

EMPLOYEE REQUESTED: _____

CLASSIFICATION: _____

DUTIES TO PERFORM: _____

REASON FOR REQUEST: _____

START DATE: _____

END DATE: _____

TOTAL HOURS: _____

FUNDING: _____ - _____ - _____ - _____ - _____ - _____

TOTAL COSTS:

\$

FUND AVAILABILITY:

\$

APPROVED

DENIED

LACK OF FUNDING

INCORRECT ACCOUNT

OTHER: _____

APPROVED BY: _____

Annie Bui
Associate Superintendent,
Business Services