

Tracy Unified School District  
Request for Cash Payment  
For Approved Stand-By – Classified

Due to Financial  
Services by the  
20<sup>th</sup> of each month

Explanation and Instructions: Fill out separate overtime requests form for each type of service.

Please check the type of service: ☐ Facility Use ☐ Custodial ☐ Maintenance ☐ Security ☐ Transportation

Name of Employee \_\_\_\_\_ ID# \_\_\_\_\_  
Print Full Name

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Budget Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Stand-By Worked Mo/Day/Yr	Time Stand-By Performed AM/PM      AM/PM		Actual Number of Hours	Reason for Stand-By Hours

Account Code:    ☐ Facility Use (OT/EXTRA )                      01-0017-0-8100-5900-2200-806-9622  
                         ☐ Alarm (OT/EXTRA)                                      01-0000-0-1110-8300-2200-806-9031  
                         ☐ School Events (Custodian)                              01-0000-0-1110-4200-2200-806-9602  
                         ☐ School Events (Security)                                  01-0000-0-1110-8300-2200-806-9031  
                         ☐ Warehouse (OT/EXTRA)                                      01-0000-0-0000-7540-2200-806-9172  
                         ☐ Maintenance (OT/EXTRA)                                  01-8150-0-0000-8400-2200-806-9572  
                         ☐ Grounds (OT/EXTRA)                                        01-8150-0-0000-8400-2200-806-9572  
                         ☐ Custodial (OT/EXTRA)                                        01-0000-0-1110-8200-2200-806-9602  
                         ☐ Transportation-Reg. Ed (OT/EXTRA)                      01-0723-0-1110-3600-2200-806-9702  
                         ☐ Transportation-Spec. Ed(OT/EXTRA)                      01-0724-0-5001-3600-2200-806-9702  
                         ☐ Other (Site/Dept OT/ EXTRA) \_\_\_\_\_

**For Payroll Use Only**

\_\_\_\_\_ Hrs. @ \$ 9.00 \$ \_\_\_\_\_

Total Paid: \_\_\_\_\_

\_\_\_\_\_ Hrs. @ \$ 9.00 \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_