



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
REQUEST FOR OVERTIME
PRIOR APPROVAL MANDATORY
TO BE COMPLETED BY HIRING DEPARTMENT

REQUESTOR SECTION:

REQUESTOR: _____

EMPLOYEE REQUESTED: _____

CLASSIFICATION: _____

DUTIES TO PERFORM: _____

REASON FOR REQUEST: _____

START DATE: _____ END DATE: _____

TOTAL HOURS: _____ OVERTIME HOURLY RATE: \$ _____

ACCOUNT: _____ - _____ - _____ - _____ - _____ - _____

TOTAL COST: \$ AVAILABLE BALANCE: \$

REMAINING BALANCE: \$

SITE/DEPARTMENT ADMINISTRATOR SECTION:

DENIED REASON: LACK OF FUNDING INCORRECT ACCOUNT
 OTHER: _____

APPROVED APPROVAL SIGNATURE: _____

APPROVER NAME: _____

APPROVER TITLE _____

I have exhausted all possible resource and Overtime is the only option available to use for this request

BUSINESS SERVICES SECTION:

APPROVED DENIED Date: _____

BUSINESS OFFICE SIGNATURE: _____

Associate Superintendent of Business Services or Designee