FRONT:

San Diego City Schools

L2

Classified Property Rental Assignments

Empl ID: | | | | | | | Name (Last, First):_____ Location No.: | | | | | |

Assignment Info:

- ☐ COMMERCIAL
- ☐ NON-COMMERCIAL
- ☐ RECREATION
- ☐ PTA
- ☐ SCOUTS, BOY
- ☐ SPECIAL PROJECTS
- ☐ SCHOOL ASSN'S
- ☐ CIVIC ORG.
- ☐ GOVERNMENTAL
- ☐ _____

Account Code:

Name of Cost Center to be Charged:

Cost Center #:

Permit #:

Organization:

BSS Approval: _____ INITIALS

Time Worked:

MM / DD / YY / /

From: : AM / PM

To: : AM / PM

# of Hours:

☐ School Day ☐ Non-School Day

☐ Regular ☐ Overtime

_____ EMPLOYEE SIGNATURE

_____ AUTHORIZED SIGNATURE

I CERTIFY THIS TO BE AN ACCURATE STATEMENT OF SERVICES RENDERED BY THIS EMPLOYEE.

BACK:

Site Timekeeper Instructions:

The Rentals Office will send the property rental permit to the site when a rental is going to take place and requires a custodian.

The Account Code for this assignment will be attached to the permit by the Rentals Office.

Fill out the L2 timecard with the Assignment Info, Account Code, Cost Center, Permit #, and Organization.

Employee will enter his/her personal information and Time Worked. Employee and Administrator authorize the L2 card.

After the assignment is complete, enter authorized hours into Time and Labor with the Account Code. Do **NOT** enter more hours than the permit indicates. If the employees works more hours than the permit allows, you MUST notify the Rentals Office prior to time submission.

In the Comments field in the Time and Labor, indicate the Permit # and the Organization.

File this card at the site. Do **NOT** send to the Rentals Office or Payroll.