



L2

Classified Property Rental Assignments

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

Assignment Info:

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

Account Code:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Name of Cost Center to be Charged: _____

Time Worked:

MM / DD / YY

Cost Center #: Permit #:

From: : AM/PM

Organization: _____

To: : AM/PM

Organization: _____

of Hours:

School Day Non-School Day

Regular Overtime

BSS Approval:
INITIALS

EMPLOYEE SIGNATURE

AUTHORIZED SIGNATURE

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

TIMEKEEPER SIGNATURE

DATE ENTERED IN TIME & LABOR

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 (Budget Number) for this assignment will be attached to the permit by the Rentals Office.

Fill out the L2 timecard with the Assignment Info, Account Code (Budget Number), 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 employee works more than the permit allows, you **MUST** notify the Rentals Office prior to time submission.

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

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