

CUSTODIAL PAYROLL BUDGET CODES 2016-17

TAKE TO PAYROLL

SIGNATURES REQUIRED

**Employee

**Head Custodian

**Principal

Sweeper	10	E	LOC	9710	2619	183
Shift Differential	10	E	LOC	9710	2629	182
Camps and Clinics (Brad Sorenson's Office)	10	E	LOC	9801	2620	182

TAKE TO CUSTODIAL

SIGNATURES REQUIRED

**Employee

**Head Custodian

**Principal

**Director

Custodial Overtime (approved by Director)	10	E	LOC	9710	2622	182
Sub Custodian	10	E	LOC	9710	2624	SEE NOTE
Elementary Night Activities (School PTA activities, Student Activities, Back to School Night P-T Conf., School community Council)	10	E	LOC	9710	2622	SEE NOTE
High School Activities (will be invoiced)	10	E	LOC	9711	2640	190
Locker-Cleanout (will be invoiced)	10	E	LOC	9711	2640	190
Head Start	10	E	LOC	9710	2617	183
Family ED/Title One	10	E	LOC	9710	2616	SEE NOTE

Curriculum Inservice Send Timesheets to Curriculum

TAKE TO FACILITY SCHEDULING/MATT MEARS

Same required signatures as above

Rentals (Not JSD Activity)	10	E	LOC	9705	2623	SEE NOTE
Jr Jazz/ County Recreation	10	E	LOC	9706	2623	SEE NOTE

****TIMESHEETS ARE DUE TO PAYROLL AND CUSTODIAL BY THE 2ND WORKING DAY OF EACH MONTH****

NOTES

Code 182 FULL TIME EMPLOYEE

Code 183 PART TIME EMPLOYEE