

**La Joya Independent School District  
Request for Custodian**

Date of Request: \_\_\_\_\_

Campus: \_\_\_\_\_

Date of Event: \_\_\_\_\_

No. of Custodians \_\_\_\_\_

Location: \_\_\_\_\_

**Time to cover Event or Other Extra Duties**

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Purpose for Event or Other Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Funding Source (**Required**): \_\_\_\_\_

Requested By: \_\_\_\_\_

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**Custodial Department/Office Use**

Custodian \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Total Hrs. \_\_\_\_\_

Custodian \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Total Hrs. \_\_\_\_\_

Custodian \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Total Hrs. \_\_\_\_\_

Custodian \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Total Hrs. \_\_\_\_\_

Total No. of Custodian(s) \_\_\_\_\_ Hours \_\_\_\_\_ Hourly Rate \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

**Other Expense**

\_\_\_\_\_

\_\_\_\_\_

Approved by Custodial Manager \_\_\_\_\_