

*Eastmont School District*  
**Request to Perform PSE Bargaining Unit Work**

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**INSTRUCTIONS: THIS REQUEST TO PERFORM BARGAINING UNIT WORK IS TO BE PROVIDED AT LEAST THIRTY (30) DAYS IN ADVANCE FOR CONSIDERATION.**

<b>Date Received by PSE Chapter:</b>	
<b>Today's Date:</b>	
<b>To:</b>	Public School Employee Local Chapter
<b>CC:</b>	Maintenance Supervisor
<b>From:</b>	(person requesting work to be released)
<b>Scope of Work:</b>	Be specific; include drawings, clean up plans, etc. Please define work on separate page or on the reverse side.
<b>Fiscal Accountability:</b>	Additional employee hours and materials shall be paid from what account in the event Maintenance is required to assist in the project completion (may include the expense of debris removal/clean up):
<b>Justification:</b>	Why this work cannot be accomplished with a regular school district work order:
<b>Start Date of Project:</b>	
<b>Completion Date of Project:</b>	
<b>Anticipated Cost of Project:</b>	
<b>Funding Source:</b>	
<b>Result of Review by PSE Local Chapter:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved and Justification <input type="checkbox"/> Need more information and clarification
<b>Project Originator:</b>	Signature:
<b>Building Principal Approval:</b>	Signature:
<b>PSE Representative:</b>	Signature:
<b>Maintenance Supervisor:</b>	Signature: