

**BLACKWATER COMMUNITY SCHOOL
Akimel O'Otham Pee Posh Charter School Inc.**

TIME MAINTENANCE FORM

Date	Start Time	End Time	Description

Please complete this Time Sheet with your hand signatures and date. Make sure you submit this document to Business Office. Feel free to use the back side of this sheet to provide additional details (if needed). This document must be signed by an immediate supervisor and School Principal before it can be processed for compensation. *{during COVID-19 School Closure times, feel free to take a picture of this signed form with your cell phone and send it to your Supervisor}*. Thank You.

Type Your First & Last Name:

Employee (hand signatures required): Date:

Supervisor's Signatures: Date:

Principal's Signatures: Date:

Please save this File First