	Date / / Week Ending / /						
	Mor IN	Morning IN   OUT		Afternoon IN OUT		FOR OFFICE USE ONLY	
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TE: All overtime must be pro	e-approved.						
rtify that this time sheet	truthfully ar	nd accurately	records all h	ours worke	d by me duri	ng this peri	od.
	ero reservables	TO YOU				officerality of	12 12 12 12