

**Overtime Reimbursement
Office of Purchasing and Food Distribution**

Overtime can only be claimed for time worked after 3:00 p.m. due to late trucks. Overtime information should be submitted to the Office of Purchasing and Food Distribution (address below).

School District: _____

School(s) Where Late Delivery Occurred: _____

Distributor: _____

Time Truck Arrived: _____ Date: _____

Time Truck Left: _____

Staff Member	Overtime Hourly Rate +	Benefits (overtime hourly rate*) X	Overtime Hours Worked =	*Total Reimb.

* (e.g. \$17.00 hourly rate + \$3.72 benefits/hour = \$20.72/hour X 2 hours worked = \$41.44 total reimbursement)

Total amount due to district: \$ _____

Signature of Foodservice Administrator

Office of Child Nutrition
Division of Purchasing and Food Distribution
P. O. Box 771
Jackson, MS 39205