

**RIALTO UNIFIED SCHOOL DISTRICT**

*Fiscal Services*  
182 E. Walnut Avenue  
Rialto, CA 92376  
(909) 820-7700



# Request For Duplicate Time Cards

Last:  First:  M.I.:

Job Title:  Site:

Social Security No.:  Classification:

Timecard Month:

I would like my duplicate copy of Timecards:

Sent to work:

Mailed to:

I will pick up

Photo ID is required at time of request. Please allow 10 business days for current year and 30 business days for prior year to process this request.

EMPLOYEE SIGNATURE	DATE

**Return to: Fiscal Services**  
**Rialto USD**  
**182 E. Walnut Avenue**  
**Rialto, CA 92376-3576**

Print Form