

department of architecture

Advance Written Approval for Overtime

Date:

Employee Name:

Approved Dates:

Maximum approved hours:

Reason:

This will give approval for the above-named person to work on the dates indicated to a maximum of the hours indicated for the reason described. For a different chartstring, indicate budget to be charged:

Supervisor's Name:

MSO Name:

Supervisor's Signature

MSO Signature

(rev. 02/07)