



De La Salle University

BUILDING AND GROUNDS MAINTENANCE OFFICE

OVERTIME REQUEST FORM

Date Needed: _____
Time: _____
Requested by: _____
Signature: _____
Date: _____

1. _____
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5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

BGMO Approval: _____

- Overtime will be charged to requestor's department
- Request must be made at least two (2) days ahead



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