

## **OVERTIME REQUISITION FORM**

GLOBAL TRUSTEES' MULTI-PURPOSE COOPERATIVE Name Date Department Store Outlet : From То **Description of Work** Total No. of Hours Remarks Date (Time) (Time) Prepared by Approved by Authorized Signature Supervisor/General Manager Signature Over Printed Name Date Date Date • • • GTMC-ORF-9/28/2015 **OVERTIME REQUISITION FORM** GLOBAL TRUSTEES' MULTI-PURPOSE COOPERATIVE Name Date Store Outlet : Department From То **Description of Work** Total No. of Hours Date Remarks (Time) (Time)

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GTMC-ORF-9/28/2015