



Texas City Independent School District
1700 9th Ave No, P. O. Box 1150, Texas City, TX 77592-1150

Pre-Approval Request for Overtime

I would like to request overtime for the following employee:

Employee Name

School/Position

Dates of Overtime Request

Number of Hours Requested

Supervisor Signature Date

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Approved Date: _____

Denied Date: _____

Marcus Higgs, Director of Human Resources