



San Benito C.I.S.D
240 N. Crockett St.
San Benito, TX 78586
Ph.: 956-361-6100
Fax: 956-361-6192

COMP/OVERTIME APPROVAL

Employee: _____
Employee Name (Printed) Employee I.D.

Employee Primary Assignment: _____

Employee Secondary Assignment: _____

Campus/Department: _____

☐ Comp Time

☐ Overtime Pay Approval

***Please remember for overtime approval you will need the appropriate signatures below.*

Amount Requesting:	For the Week of (mm/dd/yyyy):
Reasoning behind this request:	
Account Number for OT approvals:	

Employee Signature

Date

Supervisor Signature

Date Approved

Superintendent Signature

Date Approved