



Don Honorio Ventura State University

REQUEST FOR PAYMENT FOR ACTUAL SERVICES RENDERED FOR JOB ORDER

OFFICE:

PERIOD COVERED:

NAME

ACTUAL OUTPUT

1.

2.

3.

4.

5.

REQUESTED BY:

1. _____

2. _____

3. _____

4. _____

5. _____

Date: _____

I hereby certify that OT Services were duly rendered:

Immediate Supervisor

Recommending Approval:

Cluster Vice President

Approved:

ENRIQUE G. BAKING, EdD
SUC President III

Note:

- To be submitted with the following attachments:
 - duly approved DTR
 - quantified overtime accomplishment duly signed by the employee & supervisor
 - duly approved letter of request to render overtime.
- To be submitted to the COBU before the 15th day of the month for payment to be credited on the succeeding month.
- Request for Payment of Overtime in cash will no longer be accepted for processing and payment if submitted 30 days after the last day of overtime.

Received by: _____

Date Received: _____