EAST GEORGIA HOUSING AUTHORITY PARTNERS

Request for Overtime Approval
EGHAP Maintenance

Employee: _____ Date: _____

Time In: _____ Time Out: _____ Total Hours Worked: _____

Location Address: _____

☐ Harlem ☐ Thomson ☐ Warrenton ☐ Crawfordville

Description & Explanation of Work Performed

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Employee Signature: _____ Date: _____

Director of Maintenance: _____ Date: _____

Crawfordville Property
301 Thompson Street
Crawfordville, Georgia 30631
Fax: (706)465-2121

Harlem Property
140 E. Milledgeville Road
Harlem, Georgia 30814
Fax: (706)556-6418

Thomson Property
219 Pecan Avenue
Thomson, Georgia 30824
Fax: (706)595-2953

Warrenton Property
PO Box 2
Warrenton, Georgia 30828
Fax: (706)465-2121