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Request for Authorization Carry Over Unused Annual Leave

Prairie View A&M University

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PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

REQUEST FOR AUTHORIZATION TO CARRY-OVER UNUSED ANNUAL LEAVE

Music

School, Division, or Department

TO: The President

I request the transfer of total days of my unused annual leave for the current fiscal year to the next fiscal year September 1, 19 7473 to August 31, 19 74.

My reason for this request and proposed use of leave carried forward is I find that there are many important things that need to be done which makes it necessary for me to remain on the job.

Very truly yours,

Recommended:

[Signature]
Head of Department

[Signature]
Signature

[Signature]
Dean

Head, Department of Music
Title

Approved:

[Signature]
President

AUG - 3 1973

Date

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

REQUEST FOR AUTHORIZATION TO CARRY-OVER UNUSED
ANNUAL LEAVE

Music

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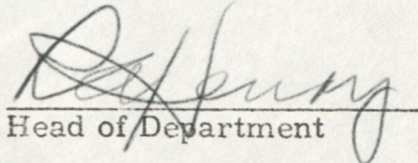
TO: The President

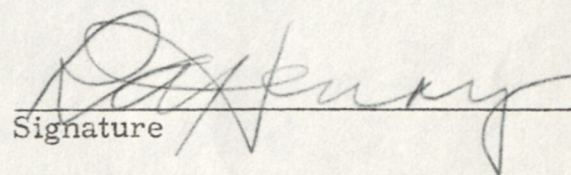
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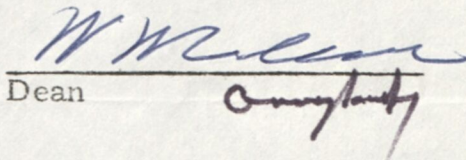
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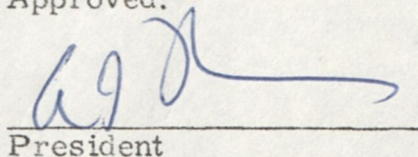

Head of Department


Signature


Dean

Head, Department of Music
Title

Approved:


President

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Date

