

McLaren Print System Order

Order No: 46523 Reprint Previous Order No: 8112
 Order Date: 2019-06-26
 User: Samantha Larr
 Phone: 810-342-5963

Ship Location: McLaren Flint 4N IPR Attn: Samantha
 401 S Ballenger Hwy
 Flint, MI 48532

Forms
 Quantity: 500
 Paragon Dept No: 91120
 Dept Name: IPR
 Company Number: 60

Order Total Price: 50.38

Item Number: MHCC-612
 Item Description: Request for Scheduled Absence
 Revision Date: 7/2014
 Print: 1 sided black and white
 Paper: 3 Part (White, Yellow, Pink)
 Size: 8.5 x 11
 Fold:
 Finish:
 Drill:
 Misc Info:



Request for Scheduled Absence

Today's Date: _____
 To: _____
 From: _____

I would like to request the following time off:
 PTO (to be used when one of requests must be made of all requests first)
 Other (if only request, etc.)

Comments: _____

PTD Inquiry Available: _____ Not Approved
 Approved (date of approval) _____

I have read this request for time off and find it correct.

Date: _____ Employee Signature: _____
 Date: _____ Supervisor Signature: _____



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Date: _____ Employee Signature: _____
 Date: _____ Supervisor Signature: _____