

McLaren Print System Order

Order No: 8733 Reprint Previous Order No: 8112  
Order Date: 2015-02-05  
User: Carol Bluhm  
Phone: 22258

Ship Location:

Forms

Quantity: 500  
Paragon Dept No: 23050  
Dept Name: 11 tower  
Company Number: 60

Order Total Price: 48.88

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:

McLean Site Request  
 McLean Customer Manager  
 McLean Customer  
 McLean System Upgrade  
 McLean Health Care  
 McLean Information Group  
 McLean Laser Repair  
 McLean Monthly  
 McLean Mobile Group  
 McLean Customer Manager  
 McLean System Upgrade  
 McLean Health Care  
 McLean Information Group  
 Other \_\_\_\_\_  
 McLean Customer Service

**Request for Scheduled Absence**

Today's Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_

I would like to request the following time off:  
 PTO (for two and a half days, one of requests must be volume of all requested days)  
 Other (for two and a half days, one of requests must be volume of all requested days)

Comments: \_\_\_\_\_  
\_\_\_\_\_

PTO Request Available: \_\_\_\_\_ Not Approved  
Approved: \_\_\_\_\_  
I have used this request for time off without it being correct.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

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