## INTER-DEPARTMENTAL OVERBASE APPROVAL FORM

Purpose of Form: This Form is to be used in place of a compensation voucher when an employee will be receiving more than one consecutive payment for work performed in another Unit/Department.

This Form will authorize the Home-Base Unit/Department of an employee to start, stop or change an overbase payment to one of their employees. It is to be completed and approved by the Unit/Department where the work is being performed and forwarded to the employee's Home-Base Unit-Department for entry onto the Turnaround Form. A copy of this Form should be attached to the Turnaround when the Turnaround is submitted for the Overbase payments.

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