

REQUEST FOR EXCEPTION TO WORK AND/OR TAKE EQUIPMENT OUT OF THE COUNTRY

Section 1: Employee			
Name:	EIN:		
Section:	Job Title:		
Section II: Request			
Address of Desired Work Location(s):			
Start Date	Return Date:		
	uipment including hardware, cell phones, flash drives, etc., along		
Applications Employee Wants to Access:			
Section III: Comments			
Comments or concerns by any parties below (if non	e, sign below):		

Section IV: Approvals				
Agency Approvals	Print	Signature		
Employee			Date:	
Section Director			Date:	
IT Director			Date:	
Deputy Superintendent Approval			Date:	

Send completed form to the Agency HR Office for placement into the employee's file and to provide the employee and their immediate supervisor with a copy.