

Scan (Instruction:\Personnel\Flex Recording)

Memo

Re: Date: I would like to request that the following be reviewed for Flex Time Credit. On: I attended the: Located at: The institutional value this event brings is: I am requesting for approval hours. Please see attached some information regarding my request. Thank you for your consideration. Signature Aark Williams, Vice President of Instruction Approved denied ignature Date Instructional Support Services	To: From:	Mark Williams, V.P. of Instruction			
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